



# Word 2010 Advanced

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This course builds on the skills and concepts taught in Word 2010 Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, footnotes, endnotes, an index, bookmarks, cross-references. They will also customize the Ribbon and Quick Access toolbar, and work with XML documents.

## **Advanced Editing And Formatting Techniques**

- Controlling Page Breaks In A Document
- Sorting Paragraphs And Lists
- Creating And Applying A New Style To Text

## **Advanced Table Techniques**

- Producing Calculations In A Table
- Creating A Table By Linking Or Embedding A Microsoft Excel Worksheet

## **Advanced Report Techniques**

- Creating A Table Of Contents
- Creating An Index
- Creating And Using Bookmarks
- Creating Footnotes And Endnotes
- Creating Cross-References

## **Working With Charts And Pictures**

- Inserting A Chart Into A Document
- Modifying A Chart
- Inserting A Picture Into A Document

## **Performing A Mail Merge**

- The Mail Merge Feature
- Creating A Main Document
- Creating A Data Source
- Sorting The Records Of A Data Source
- Inserting Merge Fields Into A Main Document
- Merging A Main Document And Data Source
- Generating Mailing Labels

## **Creating A Word Form**

- Word Forms
- Creating A Form Template
- Adding Form Fields To A Form
- Inputting Data Into A Form

## **Managing A Workgroup Project**

- Tracking Changes In A Document
- Protecting A Document
- Saving Multiple Versions Of A Document

## **Working with Word Macros**

- Recording and running macros
- Modifying and deleting macros

## **Customizing Word**

- Customizing the Ribbon
- Customizing the Quick Access toolbar