



# Word 2010 Power User

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This trainer-led session is for those who are heavy users of Word 2010 and need to perform new and advanced tasks of Microsoft Word 2010.

## **Setting Program Options**

- AutoSave
- Default File Location
- Program Specific Options

## **Customize Ribbon**

- Add/Remove Tabs
- Add/Remove Commands
- Add/Remove Groups
- Reorder Groups/Tabs/Commands

## **Mail Merge**

- Getting Data
- Matching Fields
- Performing the Merge

## **Quick Parts**

- Auto Text
- Document Properties
- Fields

## **Tables**

- Inserting and Editing
- QuickTables
- Styles Gallery
- Set Style
- Modify Style
- Using the Navigation Pane

## **Tracking Changes**

- Setting Options
- Adding Comments
- Accept/Reject Changes

## **References**

- Table of Contents
- Captions
- Table of Figures
- Setting Style
- Footnotes/Endnotes

## **Miscellaneous**

- Hyperlinks
- Cover Pages