

# Word 2010 — Advanced

What does this course offer you?

In this course, you will learn advanced techniques for working with Word 2010. You will work with designs, AutoText and lists. You will compose larger documents with headers and footers, page numbers, foot and endnotes and directories. In addition, you will develop graphics and integrate objects into your documents. Style sheets and document templates will help you to guarantee a uniform layout for your Word documents and to create templates for your standard letters. Watermarks, the recovery function and building blocks will also be introduced in this computer-based training.



The primary subject matter of the course:

## Advanced Editing

- Using text effects
- Text layout with themes
- AutoCorrect
- Automatic text formatting
- AutoText
- Text wrap
- Enhanced text formatting
- Formatting paragraphs
- Using styles
- Editing styles
- Creating structure
- Viewing and modifying a structure
- Creating lists with multiple levels
- Using document templates
- Comments and correction mode

## Layout

- Creating contents tables
- Formatting a table of contents
- Using sections
- Working with columns

## Document organisation

- Bookmarks and cross-references
- Creating an index
- Field features
- Footnotes and endnotes
- Password protection

## Elements in a document

- Enhanced table editing
- Working with text boxes
- Embedded Excel tables
- Using table styles
- Editing graphics
- Creating drawings
- Working with drawings
- Using WordArt
- Adding watermarks

## Special tools

- Recovery function
- Synonyms and translations

## Print options

- Print options
- Printing envelopes
- Printing labels

## Using building blocks

- Creating and inserting quick building blocks
- Editing quick parts

### What do you need to know prior to taking this course?

Previous knowledge from the course Word 2010 - Basic is required.

### What does this course include?

Alongside the instructional content, practice exercises and tests are included.

Number of lessons: 43

Learning Hours: 5