

## 1 day course

### Who should attend?

This course is intended for participants who are familiar with Microsoft Word 2010.

### Prerequisites

Microsoft Office Word 2010 Level 1

### Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Create and modify tables to organize data and enhance appearance
- Use the Mail Merge task pane with different data sources and main documents to create form letters, envelopes, and mailing labels
- Use styles to create consistently formatted documents and to facilitate changing paragraph and character formatting
- Create and insert Quick Parts to reuse data and content and create documents with consistent standards
- Use existing templates to provide consistent document editing and formatting, and create custom form templates

### Course Content

#### *Creating and Managing Tables*

Creating Tables ; Modifying and Formatting Tables

#### *Using Mail Merge*

Mail Merge Overview ; Form Letters ; Data Sources ; Envelopes ; Mailing Labels

#### *Managing Styles*

Styles Overview ; Applying Styles ; Modifying Styles ; Creating Styles ; Copying Styles

#### *Reusing Data and Content*

Quick Parts Overview ; Working with Document Properties ; Working with Building Blocks

#### *Working with Templates and Forms*

Using Templates ; Creating Templates ; Working with Forms