

## 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 2

### Course Objectives

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

- Assign themes and insert graphics to add visual appeal to documents and Web pages created in Microsoft Word 2010, including the use of clip art, WordArt, SmartArt, charts, and shapes.
- Divide documents into separate sections, add headers and footers, and divide pages into multiple text columns.
- Use Outline view to organize documents, create tables of contents and indexes, add references to help navigate and display document information, sort lists in regular text and tables, and set up mathematical formulas in Word tables.
- Track document changes, insert comments, protect documents from being changed, and compare and merge documents.
- Record and edit macros to automate repetitive actions, assign keyboard shortcuts to macros, and customize the Quick Access Toolbar to quickly access macros and commands.

### Course Content

#### *Working with Graphics*

Inserting Files and Graphics ; Creating Illustrations ; Adding Charts ; Using Themes

#### *Designing Page Layout*

Working with Sections ; Working with Multiple Columns ; Adding Headers and Footers

#### *Organizing Documents*

Working with Outlines ; Creating Tables of Contents ; Creating Indexes ; Working with References ; Sorting and Calculating

#### *Revising Documents*

Managing Revisions ; Inserting Comments ; Protecting Documents ; Comparing/Merging Documents ; Managing Document Information

#### *Automating Actions*

Creating Macros ; Editing Macros ; Running Macros