MICROSOFT WORD 2010
ADVANCED COURSE OUTLINE
1 DAY

Overview

In this course, students will create, manage, revise, and distribute longer documents by using all the new features within the new Microsoft Office Word 2010 package.

Who Should Attend

This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents.

Prerequisite Comments

Students should be familiar with using personal computers and have attended Word 2010 Intermediate Level.

TOPICS	TOPICS
RECAP	TRACK CHANGES
• Basic formatting Options	• Turning On / Off
• Bullet Points and Numbering	• Accepting / Rejecting Changes
MAIL MERGE	DOCUMENT VERSIONS
• Creating letters with Mail Merge	• Setting up different Versions
• Creating Labels	• Viewing Versions
• Creating Envelopes	• Customising Versions
• Importing Data from other Applications	
WORKING WITH LARGER DOCUMENTS	COMPARING DOCUMENTS
• Front Covers	• Side by Side Viewing
• Section / Page Breaks	• Compare Document Changes
• Headers and Footers	• Merging Documents
• Advanced Style Features	
• Table of Contents	INTRODUCTION TO MACROS
• Indexes	• Recording a Basic Macro
• Cross Referencing	• Assign to Quick Access Buttons
• Outline View	• Assigning to Ribbon
• Summarising a Document	• Editing a Macro
• Hyperlinks	
DOCUMENT SECURITY	DOCUMENT FINALISATION
• Document Properties	• Creating PDF's
• Hiding Text	• Digital Signatures
• Removing Personal Details Properties	• Mark As Final
• Setting Format and Editing Options	
• Restrict Document Access	

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