

MICROSOFT WORD 2010

INTERMEDIATE COURSE OUTLINE

1 DAY

OVERVIEW

In this course, students will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

WHO SHOULD ATTEND

This course is designed for students who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist students preparing for the Microsoft Office Specialist exams for Microsoft Word 2010.

PREREQUISITE COMMENTS

Students should be familiar with using personal computers and have used a mouse and keyboard. It is also advisable that Students have either attended the Word 2010 Introduction Course or have worked with Word 2010 for a period of time.

RECAP	TABS
<ul style="list-style-type: none">• Basic Formatting Options	<ul style="list-style-type: none">• Creating Left, Right, Centre, Decimal Tabs
<ul style="list-style-type: none">• Bullet Points and Numbering	<ul style="list-style-type: none">• Editing / Deleting Tabs
PAGE LAYOUT	GRAPHICS
<ul style="list-style-type: none">• Margins	<ul style="list-style-type: none">• Inserting Pictures
<ul style="list-style-type: none">• Headers and Footers	<ul style="list-style-type: none">• Modifying Pictures
<ul style="list-style-type: none">• Page Numbering	<ul style="list-style-type: none">• Inserting SmartArt
<ul style="list-style-type: none">• Page Breaks / Section Breaks	<ul style="list-style-type: none">• Cropping Images
<ul style="list-style-type: none">• Multiple Headers and Footers	<ul style="list-style-type: none">• Resizing Images
STYLES	<ul style="list-style-type: none">• Re-colouring Images
<ul style="list-style-type: none">• Using Pre-Set Up Styles	<ul style="list-style-type: none">• Inserting Charts
<ul style="list-style-type: none">• Modifying Styles	<ul style="list-style-type: none">• Editing Charts
<ul style="list-style-type: none">• Assigning Shortcut Keys	<ul style="list-style-type: none">• Inserting Screen Shots
<ul style="list-style-type: none">• Table of Contents	
TABLES	TEMPLATES
<ul style="list-style-type: none">• Recap on Inserting A Table	<ul style="list-style-type: none">• Using Pre-set Up Templates
<ul style="list-style-type: none">• Merging Cells	<ul style="list-style-type: none">• Downloading Templates from Office.com
<ul style="list-style-type: none">• Splitting Cells	<ul style="list-style-type: none">• Creating Your Own Templates
<ul style="list-style-type: none">• Headings	<ul style="list-style-type: none">• Modifying Templates
<ul style="list-style-type: none">• Basic Calculations	
THEMES SETS	QUICK PARTS
<ul style="list-style-type: none">• Using a Theme	<ul style="list-style-type: none">• Inserting Building Blocks
<ul style="list-style-type: none">• Editing / Creating a Theme	<ul style="list-style-type: none">• Creating Building Blocks

DEBY JAMES ASSOCIATES

49 Mount Pleasant, Redditch, Worcestershire, B97 4HY
Email : Deby@debyjames.co.uk Website : www.debyjames.co.uk
Telephone : 01527 585349 Mobile : 07887 743198

Deby James Associates

DEBY JAMES ASSOCIATES

49 Mount Pleasant, Redditch, Worcestershire, B97 4HY
Email : Deby@debyjames.co.uk Website : www.debyjames.co.uk
Telephone : 01527 585349 Mobile : 07887 743198