

# Microsoft® Word 2010 – Advanced

**Duration: 1 day**

This course is designed for delegates who wish to learn the more advanced features of Word 2010. Delegates will learn the techniques for creating and using styles, templates, and forms; create contents pages and indexes; apply themes and use macros in their Word documents.

Delegates should have attended a Word 2007 intermediate course or have equivalent knowledge. Please refer to our intermediate overview to check knowledge and understanding at that level prior to attending this course.

## **Who should attend this course?**

Individuals who use the advanced functions of Microsoft Word

## **Course Objectives**

Upon completion of this course participants will be able to:

- Work with and edit styles, templates and themes to create professional documents
- Create and use templates and forms
- Create a master document and sub-master documents
- Create table of contents, cross references and indexes
- Create macro's to help simplify common tasks

## **Course Outline**

### **Using Styles**

- Understanding heading styles
- Structuring documents using heading styles
- Changing style sets
- Creating default styles
- Deleting styles

### **Themes**

- Applying themes
- Editing themes
- Saving themes

### **Using Building Blocks**

- Inserting a cover page
- Editing a cover page
- Creating a table of contents
- Creating default table of contents

### **Creating an Index**

- Using an index
- Creating main index entries
- Creating index subentries
- Typing index entries
- Cross referencing index entries
- Generating an index
- Viewing the {index} field code
- Updating an index

### **Using Bookmarks**

- Working with bookmarks
- Creating bookmarks
- Viewing bookmarks
- Going to a bookmark
- Cross referencing to a bookmark
- Deleting a bookmark

### **Using Macros**

- Recording a macro
- Running a macro
- Editing a macro
- Adding a macro button to a toolbar
- Deleting a macro