

# Microsoft® Word 2010 – Intermediate

**Duration: 1 day**

This course is aimed at delegates who have a basic understanding of Word and who are looking to develop and enhance their skills to produce more complex documents.

Delegates should have attended a Word 2010 introduction course or have equivalent knowledge. Please refer to our introduction overview to check knowledge and understanding at that level prior to attending this course.

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

Individuals who use Microsoft Word 2010 and wish to further develop their skills

## **Course Objectives**

Upon completion of this course participants will be able to:

- Work and edit bulleted and numbered multilevel lists
- Use section breaks to format a document and format text in columns
- Set and edit headers, footers, and page numbers
- Create, modify, and use tables as page layout elements
- Create mail merge documents from existing and new data sources
- Merge a data source into mailing labels
- Use the track changes features

## **Course Outline**

### **Working with Lists**

- Bulleted/numbered a multilevel list
- Customising numbered/bulleted lists
- Resetting bullet/number styles
- Sorting a list alphabetically

### **Using Section Breaks**

- Working with section breaks and why they are important
- Inserting a next page break
- Inserting a continuous break

### **Working with Headers and Footers**

- Creating headers and footers
- Inserting the current page number
- Inserting the current date
- Creating a first page header/footer
- Setting the starting page number

### **Working with Tables**

- Creating a table
- Navigating a table
- Entering text into a table
- Hiding and showing gridlines
- Using the table ribbon bars
- Converting existing text into a table
- Converting tables to text

### **Using Mail Merge**

- Working with mail merge ribbon bar
- Creating a data source
- Using existing data source
- Inserting merge fields in a document
- Previewing merged data
- Merging to a new document
- Sorting records to be merged
- Merging to the printer

### **Merging Mailing Labels**

- Using mailing labels
- Creating mailing labels
- Selecting label options
- Attaching a data source
- Inserting label merge fields
- Merging labels to a new document

### **Tracking Changes**

- Switching track changes on
- Changing the track changes default options
- Accepting and rejecting changes to a document