



Word 2010 Level 3-Advanced

This course builds on the skills and concepts taught in Word 2010: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

Course Length

1 Day

Prerequisites

Windows Basic, Word Intermediate or equivalent experience

Topics

Topic A: Form letters

A-1: Inserting a field

A-2: Modifying a date field

A-3: Specifying a starting document and recipient list

A-4: Customizing a form letter

A-5: Merging recipient list data with a form letter

Topic B: Data sources for the recipient list

B-1: Creating and using a recipient list

B-2: Sorting records

B-3: Filtering records

Topic C: Mailing labels and envelopes

C-1: Preparing mailing labels

C-2: Printing mailing labels

C-3: Creating envelope documents from a recipient list

Topic A: Inserting content from other applications

A-1: Inserting an Excel worksheet

A-2: Inserting an Excel file as a linked object

A-3: Inserting a chart based on Excel data

Topic B: Changing the document background

B-1: Adding background colors, fill effects, and borders

B-2: Adding a watermark

B-3: Applying themes

B-4: Protecting a theme

B-5: Setting a default theme

Topic A: Recording and running macros



- A-1: Recording a macro
- A-2: Viewing a macro script
- A-3: Running a macro
- Topic B: Modifying and deleting macros**
- B-1: Modifying a macro
- B-2: Copying a macro
- B-3: Deleting a macro
- Topic A: Creating forms**
- A-1: Entering data in a form
- A-2: Adding field labels
- A-3: Adding text content controls
- A-4: Adding a drop-down list to a form
- A-5: Adding a date control
- A-6: Adding check box fields
- Topic B: Protecting forms**
- B-1: Protecting a form
- B-2: Removing protection
- B-3: Setting permissions for a user
- Topic C: Sharing and securing documents**
- C-1: Using the Compatibility Checker
- C-2: Using the Document Inspector
- C-3: Publishing a file as an XPS document
- C-4: Discussing digital signatures
- Topic A: Customizing the Ribbon**
- A-1: Hiding and showing the Ribbon
- A-2: Rearranging Ribbon tabs
- A-3: Hiding and removing tabs and groups
- A-4: Creating a tab
- A-5: Resetting the Ribbon
- Topic B: Customizing the Quick Access toolbar**
- B-1: Adding buttons to the Quick Access toolbar
- B-2: Customizing the Quick Access toolbar display
- B-3: Adding a macro to the Quick Access toolbar
- B-4: Resetting the Quick Access toolbar
- Topic C: Customizing keyboard shortcuts**
- C-1: Adding keyboard shortcuts
- C-2: Resetting keyboard shortcuts
- Topic A: Master documents**
- A-1: Inserting subdocuments
- A-2: Working in Master Document view
- A-3: Deleting a subdocument
- A-4: Adding a cover page



Topic B: Tables of contents and figures

B-1: Creating and modifying a table of contents

B-2: Adding text to a table of contents

B-3: Adding captions

B-4: Inserting and updating a table of figures

Topic C: Indexes, bibliographies, and other references

C-1: Creating main index entries and subentries

C-2: Generating an index

C-3: Inserting a citation

C-4: Adding and modifying a bibliography

C-5: Creating and updating a table of authorities

C-6: Using footnotes

Topic D: Bookmarks and cross-references

D-1: Creating bookmarks

D-2: Navigating to bookmarks in a document

D-3: Deleting a bookmark

D-4: Creating a cross-reference

Topic E: Web frames

E-1: Creating a frames page

E-2: Modifying frames

Topic A: Working with XML

A-1: Attaching an XML schema to a Word document

A-2: Applying XML tags to content

A-3: Modifying XML options

A-4: Testing the schema validation

A-5: Discussing transforms and style sheets