

# Microsoft Word 2010 Level 2

## Overview

You will create complex documents in Microsoft Office Word 2010 documents and build personalised efficiency tools such as; customised lists, tables, charts, and graphics.

## Target Student

This course was designed for people who can create and modify standard business documents in Microsoft Word 2010, and who need to learn how to use Microsoft Word 2010 to create or modify complex business documents as well as customised Word efficiency tools. It will be helpful for persons preparing for the Microsoft Office Specialist exams for Microsoft Word 2010.

## Prerequisites

- Students should be able to use Microsoft Word 2010 to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics.
- Students can obtain this level of skill by taking the following courses: Microsoft Office Word 2010: Level 1

## Delegates will learn how to

Upon successful completion of this course, students will be able to:

- Manage lists.
- Customize tables and charts.
- Customize formatting with styles and themes.
- Modify pictures in a document.
- Create customized graphic elements.
- Insert content using Quick Parts.
- Control text flow.
- Use templates to automate document creation.
- Perform mail merges.

- Use macros to automate common tasks.

## **Course Outline**

### **Lesson 1: Managing Lists**

- Topic 1A: Sort a List
- Topic 1B: Renumber a List
- Topic 1C: Customize Lists

### **Lesson 2: Customising Tables and Charts**

- Topic 2A: Sort Table Data
- Topic 2B: Control Cell Layout
- Topic 2C: Perform Calculations in a Table
- Topic 2D: Create Charts

### **Lesson 3: Create Customised Formatting with Styles and Themes**

- Topic 3A: Create or Modify a Text Style
- Topic 3B: Create a Custom List or Table Style
- Topic 3C: Apply Default and Customized Document Themes

### **Lesson 4: Modifying Pictures**

- Topic 4A: Resize a Picture
- Topic 4B: Adjust Picture Appearance Settings
- Topic 4C: Wrap Text Around a Picture
- Topic 4D: Insert and Format Screenshots in a Document

### **Lesson 5: Creating Customized Graphic Elements**

- Topic 5A: Create Text Boxes and Pull Quotes
- Topic 5B: Draw Shapes
- Topic 5C: Add WordArt and Other Special Effects to Text
- Topic 5D: Create Complex Illustrations with SmartArt

### **Lesson 6: Inserting Content Using Quick Parts**

- Topic 6A: Insert Building Blocks
- Topic 6B: Create Building Blocks

- Topic 6C: Modify Building Blocks
- Topic 6D: Insert Fields Using Quick Parts

### **Lesson 7: Controlling Text Flow**

- Topic 7A: Control Paragraph Flow
- Topic 7B: Insert Section Breaks
- Topic 7C: Insert Columns
- Topic 7D: Link Text Boxes to Control Text Flow

### **Lesson 8: Using Templates to Automate Document Creation**

- Topic 8A: Create a Document Based on a Template
- Topic 8B: Create a Template

### **Lesson 9: Automating the Mail Merge**

- Topic 9A: Use the Mail Merge Feature
- Topic 9B: Merge Envelopes and Labels
- Topic 9C: Create a Data Source Using Word

### **Lesson 10: Using Macros to Automate Tasks**

- Topic 10A: Automate Tasks Using Macros
- Topic 10B: Create a Macro