Microsoft Office Word 2010: Level 2

Course Summary

Description

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

Objectives
At the end of this course, students will be able to:

- Manage lists.
- Customize tables and charts.
- Customize the formatting of a document using 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.
- Use the mail merge function.
- Use macros to automate common tasks.

Topics

- Managing Lists
- Customizing Tables and Charts
- Creating Customized Formats with Styles and Themes
- Modifying Pictures
- Creating Customized Graphic Elements
- Inserting Content Using Quick Parts
- Controlling Text Flow
- Using Templates to Automate Document Creation
- Automating the Mail Merge
- Using Macros to Automate Tasks

Audience

This course is designed for persons 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 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 containing text, tables, and graphics. Students can obtain this level of skill by taking the following course: Microsoft Office Word 2010: Level 1

Duration

One day

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