

Word 2010: Intermediate

Code: CT11-111

Duration: 1 day(s)

Outline

Styles and outlines

Examining formatting
Creating styles
Modifying styles
Working with outlines

Sections and columns

Creating and formatting sections
Working with columns

Formatting tables

Table formatting basics
Borders and shading
Table data
Table styles

Printing labels and envelopes

Labels
Envelopes

Templates and building blocks
Template basics
Building blocks
Document properties

Graphics

Creating diagrams
Using the Drawing tools
Formatting text graphically

Managing document revisions

Tracking changes
Working with comments

Web features

Web pages
Hyperlinks

After completing this course, students will know how to:

- Examine and compare text formatting of two selections; apply and create paragraph and character styles; modify, override, and export styles; and use Outline view and the Navigation pane to work with a document outline.
- Create and format sections of text by using section breaks, headers and footers, and page numbering; and format text into columns.
- Format tables, sort data in a table, and apply and modify table styles.
- Prepare and print labels and envelopes.
- Work with templates, use the Building Blocks Organiser, protect a document with a password, and view and edit document properties.
- Create and modify a diagram, insert and modify text boxes and shapes, and format text using WordArt, drop caps, and pull quotes.
- Use Track Changes, review revisions, and work with comments.
- Preview and save a document as a Web page, and work with hyperlinks in a document.

Prerequisites

Word 2010: Basic or equivalent experience