

### Word 2010: Advanced

**Code:** CT11-162

**Duration:** 1 day(s)

#### Outline

##### Using Mail Merge

Form letters

Data sources for the recipient list

Mailing labels and envelopes

##### Objects and backgrounds

Inserting content from other applications

Changing the document background

##### Working with forms

Creating forms

Protecting forms

Sharing and securing documents

##### Using macros

Recording and running macros

Modifying and deleting macros

##### Customising Word

Customising the Ribbon

Customising the Quick Access toolbar

Customising keyboard shortcuts

##### Long documents

Master documents

Tables of contents and figures

Indexes, bibliographies, and other references

Bookmarks and cross-references

Web frames

##### XML features

Working with XML

#### After completing this course, students will know how to:

- Create form letters, manage recipient lists, and print labels and envelopes.
- Insert content from other applications, and apply backgrounds to documents.
- Create and protect forms, and share and secure documents.
- Work with macros to automate tasks.
- Customise the Ribbon, the Quick Access toolbar, and keyboard shortcuts.
- Manage long documents by inserting tables of contents and figures, generating an index, and creating bookmarks and cross-references.
- Create and define an XML document.

#### Prerequisites

Word 2010: Intermediate or equivalent experience