

Microsoft Word 2010

Level 2

ERP · BI · CRM · EPM · HR · PAYROLL

Course Outline

In the first course in this series, Microsoft® Word 2010: Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft® Word 2010 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft® Word 2010 works for you. You can also improve the quality of your work by enhancing your documents with customized Microsoft® Word 2010 elements. In this course, you will create complex documents in Microsoft® Word 2010 by adding components such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2010 efficiency tools.

Course duration:

This course is scheduled for one day from 9:00 till 16:00.

Course pre-requisites:

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 MS Word 2010: Level 1 course.

Documentation:

The following documentation is included with the course

- Microsoft Word 2010 Level 2 user guide
- Certificate of attendance

After attending you 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



Who should attend?

This course was designed for persons 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 customized Word efficiency tools. It will be helpful for persons preparing for the Microsoft Office Specialist exams for Microsoft® Word 2010.

Topics covered

Unit 1: Styles

- Topic A: Examining formatting
- Topic B: Creating styles
- Topic C: Modifying styles
- Topic D: Outlining
- Topic E: Using Full Screen Reading view

Unit 2: Sections and columns

- Topic A: Creating and formatting sections
- Topic B: Working with columns

Unit 3: Formatting tables

- Topic A: Table formatting basics
- Topic B: Borders and shading
- Topic C: Table data
- Topic D: Table styles

Unit 4: Printing labels and envelopes

- Topic A: Labels
- Topic B: Envelopes

Unit 5: Templates and building blocks

- Topic A: Template basics
- Topic B: Building blocks
- Topic C: Document properties

Unit 6: Graphics

- Topic A: Diagrams
- Topic B: Drawing tools
- Topic C: Formatting text graphically

Unit 7: Managing document revisions

- Topic A: Tracking changes in a document
- Topic B: Working with comments

Unit 8: Web features

- Topic A: Web pages
- Topic B: Hyperlinks

Venue details

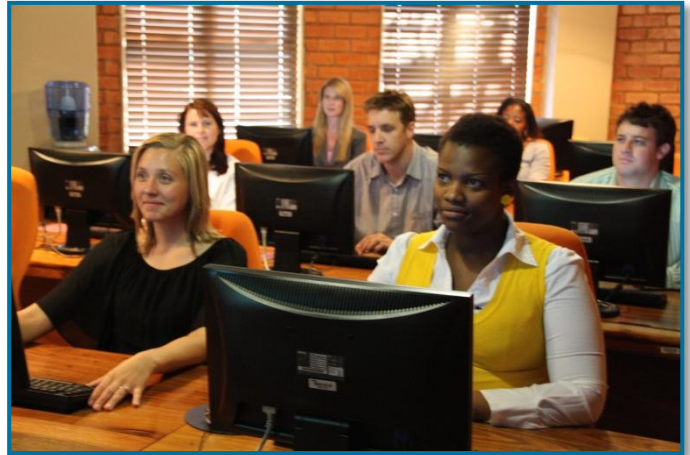
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1001 Clifton Avenue
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Centurion

Rivonia

3 Fifth Avenue
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For bookings or more information

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail training@acctech.biz

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