



Word 2010

Course Outline

Intermediate Level - 6 Hour Class

Customization

- Customizing Microsoft Word
- Setting the User Name
- Setting the Default Folder

Compatibility Mode

- What is Compatibility Mode?
- Using the Convert Button

Using Graphics within Microsoft Word

- Inserting a graphic, Shapes, SmartArt & charts
- Compatibility Mode & Picture Editing.
- Picture Tools.
- Picture Corrections
- Picture Color
- Picture Artistic Effects
- Resetting Pictures
- Picture Borders
- Cropping a Picture

Sections

- Inserting Section Breaks.
- Deleting Section Breaks.
- Page Orientation and Sections.

Headers & Footers

- Applying Different Headers and Footers to the First Page.
- Applying Different Headers and Footers to Odd and Even Pages.

Watermarks

- Adding a Pre-Defined Watermark.
- Adding a Custom Text Watermark.
- Removing a Watermark.
- Modifying a Text Watermark.
- Adding a Picture Watermark.

Styles

- Applying Styles.
- Creating, Modifying & Deleting a Style.

Columns

- Applying Column Formatting to an Entire Document or Selected Text
- Changing the Number of Columns within a Column Layout.
- Changing Column Widths and Spacing.
- Lines between Columns.
- Inserting Column Breaks.
- Deleting Column Breaks.

Building Blocks (Formerly Called AutoText)

- Creating and Inserting Building Block Items.
- Modifying a Building Block Item.
- Deleting a Building Block (AutoText) Item.

Tracking and Comments

- Tracking Changes.
- Comments.

Tables of Contents

- Creating a Table of Contents.
- Updating a Table of Contents.

Linking & Embedding

- Linking Data from a Document.
- Updating a Linked Document.
- Breaking the Link to a Document.
- Embedding Data Into a Document
- Editing Embedded Data.
- Deleting Embedded Data.

Hyperlinks

- Inserting Hyperlinks.
- Editing a Hyperlink.
- Removing a Hyperlink.

Forms

- Text Fields.
- Check Boxes.
- Drop-Down Menus.
- Protecting a Form.
- Password Protecting a Form.

Passwords

- Adding and removing passwords