



Microsoft Word 2010- Level 3

Microsoft Word - Level 3 is a one-day course focused on the advanced concepts required to use Microsoft Word to develop outlines, table of contents, forms, and web pages. You will also learn to customize your workspace.

Target Student: Anyone interested in acquiring advanced skills necessary to create, edit, format, lay out, and print long documents using Microsoft Word.

Prerequisites: Microsoft Word - Level 2 or equivalent knowledge.

Delivery Method: Instructor-led, classroom-delivery learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, you will be able to create, edit, and enhance long documents as well as customize your workspace.

What's Next:

Microsoft Excel – Level 1 Lay out professional, print-ready documents from postcard to poster with Adobe's powerful page layout program.

Adobe Acrobat/PDF Learn how to create and secure PDFs for document distribution on the Web.

Photoshop - Level 1 Enhance, composite, repair, stylize and create digital photographic images. This course is an absolute must for anyone involved in graphic arts or web production.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Work with the long document to create an outline.
- Generate a table of contents and an index.
- Create and utilize master documents.
- Insert and format WordArt.
- Work with other programs.
- Create a form using text fields, check box fields, and drop down fields.
- Create and modify a web page using Word.
- Customize your workspace.
- Record and run a macro.



Microsoft Word 2010 Level 3 1 Day

- Using Document Collaboration Tools
- Tracking Revisions
- Accepting and Rejecting Revisions
- Using Comments
- Comparing and Combining Documents
- Password Protecting a Document
- Protecting a Document

- Working with Outlines, Long Documents, and References
- Creating a Document in Outline View
- Rearranging an Outline or Long Document
- Numbering an Outline
- Viewing an Outline
- Navigating Long Documents
- Working with Master Documents
- Using Bookmarks
- Using Cross-references
- Creating a Table of Contents Using Heading Styles
- Creating a Table of Contents Using TC Entries
- Working with Picture Captions
- Creating an Index
- Using Footnotes and Endnotes
- Using Citations and Bibliographies

- Working with Templates
- Creating a Document Template
- Using a Document Template
- Creating Building Blocks
- Creating AutoText
- Using Building Blocks and AutoText
- Attaching a Different Template to a Document
- Copying Styles between Documents and Templates

- Working with Forms
- Creating a New Form
- Adding Content Controls
- Assigning Help to Form Content Controls
- Preparing the Form for Distribution
- Filling Out a Form

- Customizing Word
- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- Using and Customizing AutoCorrect
- Changing Word's Default Options
- More Topics
- Converting an Older Document to Word 2010
- Translating Text
- Publishing a Blog Entry
- Using Hyperlinks
- Viewing Document Properties and Finding a File
- Recovering Your Documents
- Managing Versions
- Recording a Macro
- Playing and Deleting a Macro
- Editing a Macro's Visual Basic Code

