

Microsoft Office Word 2010: Advanced (R2)

Course Overview

This course builds on the skills and concepts taught in Word 2010: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

Course Outline

Course Introduction 2m
Course Introduction

Unit 01 - Using Mail Merge 26m

Topic A: Form Letters

Demo - A-1: Insert a Field

Demo - A-2: Modifying a Date Field

Form Letter with Merge Fields

Demo - A-3: Specifying a Starting Document and Recipient

The Write and Insert Fields Group

Inserting an Address Block

Demo - A-4: Customizing a Form Letter

Previewing the Letters

Demo - A-5: Merging Recipient List Data with a Form Letter

Topic B: Data Sources for the Recipient List

Create a Recipient List

Mail Merge Recipients

Sort Records

Filter Records

Topic C: Mailing Labels and Envelopes

Label Options

Print Mailing Labels

Unit 01 Review

Unit 02 - Objects and Backgrounds 32m

Topic A: Inserting Content from Other Applications

The Object Dialog Box

Demo - A-1: Inserting an Excel Worksheet

Using Existing Files

Demo - A-2: Inserting an Excel File as a Linked Object

Charts

Demo - A-3: Inserting a Chart Based on Excel Data

Topic B: Changing the Document Background

The Fill Effects Dialog Box

Demo - B-1: Adding Background Colors, Fill Effects, and Borders

Watermarks

Demo - B-2: Adding a Watermark
The Themes Gallery
Demo - B-3: Applying Themes
Protecting Document Formatting
Demo - B-4: Protecting a Theme
Setting a Default Theme
Demo - B-5: Setting a Default Theme
Unit 02 Review

Unit 03 - Using Macros

32m

Topic A: Recording and Running Macros

The Record Macro Dialog Box
Macro Tools
Demo - A-1: Recording a Macro
The Microsoft VBA Editor
Demo - A-2: Viewing a Macro Script
Macro Settings in the Trust Center
The Macros Dialog Box
Demo - A-3: Running a Macro

Topic B: Modifying and Deleting Macros

Editing Macros
Demo - B-1: Modifying a Macro
The Organizer Dialog Box
Demo - B-2: Copying a Macro
Deleting a Macro
Demo - B-3: Deleting a Macro
Unit 03 Review

Unit 04 - Working with Forms

28m

Topic A: Creating Forms

Types of Forms
A Sample Form
Demo - A-1: Entering Data in a Form
Demo - A-2: Adding Field Labels
The Controls Group
Demo - A-3: Adding Text Content Controls
Demo - A-4: Adding a Drop-Down List to a Form
Demo - A-5: Adding a Date Control

Topic B: Protecting Forms

Protecting a Document
Demo - B-1: Protecting a Form
Unprotecting Forms
Demo - B-2: Removing Protection
The Add Users Dialog Box

Topic C: Sharing and Securing Documents

Digital Signature
Unit 04 Review

Unit 05 - Customizing Word

21m

Topic A: Customizing the Ribbon

Minimize the Ribbon

Customize the Ribbon

Hide and Remove Tab Elements

Create Tabs and Groups

Reset the Ribbon

Topic B: Customizing the Quick Access Toolbar

Adding Buttons to the Toolbar

Demo - B-1: Adding Buttons to the Quick Access Toolbar

Rearrange Toolbar Buttons

Demo - B-2: Customizing the Quick Access Toolbar Display

Add Macros to the Toolbar

Demo - B-3: Adding a Macro to the Quick Access Toolbar

Remove Toolbar Buttons

Demo - B-4: Resetting the Quick Access Toolbar

Topic C: Customizing Keyboard Shortcuts

Customizing the Keyboard

Reset the Toolbar

Unit 05 Review

Unit 06 - Long Documents

53m

Topic A: Master Documents

Insert a Subdocument

The Outlining Tab

Demo - A-1: Inserting Subdocuments

Master Document View

Collapsed Subdocuments

Demo - A-2: Working in Master Document View

The Subdocument Icon

Demo - A-3: Deleting a Subdocument

Adding a Cover Page

Example of a Cover Page

Demo - A-4: Adding a Cover Page

Topic B: Tables of Contents and Figures

A Table of Contents

The Table of Contents Gallery

Updating the Table of Contents

Demo - B-1: Creating and Modifying a Table of Contents

Demo - B-2: Adding Text to a Table of Contents

Adding a Caption

Demo - B-3: Adding Captions

Generating a Table of Figures

Demo - B-4: Inserting and Updating a Table of Figures

Topic C: Indexes, Bibliographies, and Other References

Marking an Index Entry

Creating an Index

A Generated Index

Creating a Citation

Generating a Bibliography

An MLA-Format Bibliography Entry
Editing Bibliography Sources
Editing Bibliography Sources (Cont)
Marking a Citation
Creating a Table of Authorities
Adding a Footnote

Topic D: Bookmarks and Cross-References

Adding Bookmarks
Demo - D-1: Creating Bookmarks
Navigate to Bookmarks
Demo - D-2: Navigating to Bookmarks in a Document
Delete a Bookmark
Demo - D-3: Deleting a Bookmark
Creating a Cross-Reference
Demo - D-4: Creating a Cross-Reference

Topic E: Web Frames

A Frames Page
Modifying Frames
Unit 06 Review

Unit 07 - XML Features

15m

Topic A: Working with XML

An XML Document with Tags
A Sample XSD File
Attach an XML Schema
Delete an Attached Schema
Demo - A-1: Attaching an XML Schema to a Word Document
Demo - A-2: Applying XML Tags to Content
The XML Options Dialog Box
Schema Validation Errors
XML without a Transform
XML with a Transform
Unit 07 Review
Course Closure

Total Duration: 3hrs 29m