

# Microsoft Office Word 2010: Intermediate (R2)

## Course Overview

This course builds on the skills and concepts taught in Word 2010: Basic, First Look Edition. Students will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

## Course Outline

<b><u>Course Introduction</u></b>	<b>2m</b>
<b><u>Unit 01 - Styles and Outlines</u></b>	<b>46m</b>
<b>Topic A: Examining Formatting</b>	
The Reveal Formatting Pane	
Demo - A-1: Using the Reveal Formatting Pane	
<b>Topic B: Creating Styles</b>	
The Styles Gallery	
Demo - B-1: Applying a Style	
The Styles Pane	
Creating a Style by Example	
Demo - B-2: Creating a Style by Example	
Demo - B-3: Basing One Style on Another	
Demo - B-4: Controlling Pagination by Using Styles	
A Character Style	
Demo - B-5: Creating a Character Style	
<b>Topic C: Modifying Styles</b>	
The Manage Styles Dialog Box	
Demo - C-1: Modifying a Style	
Overriding a Style	
Demo - C-2: Overriding a Style	
Demo - C-3: Modifying the Normal Style	
Demo - C-4: Exporting a Style	
<b>Topic D: Working with Outlines</b>	
Outline View	
Outline Tools	
Demo - D-1: Creating an Outline	
Collapsed Outline Levels	
Browse Document Headings	
Browse Document Pages	
Demo - D-2: Organizing an Outline	
Demo - D-3: Formatting an Outline	
Unit 01 Review	
<b><u>Unit 02 - Sections and Columns</u></b>	<b>21m</b>
<b>Topic A: Creating and Formatting Sections</b>	
Section Breaks	
Demo - A-1: Inserting and Deleting Section Breaks	

Demo - A-2: Formatting Sections  
Linked and Unlinked Headers  
Demo - A-3: Inserting Section Headers and Footers  
Page Number Format  
Demo - A-4: Formatting Section Page Numbers

**Topic B: Working with Columns**

Single and Multiple Columns  
The Columns Dialog Box  
Demo - B-1: Formatting Text into Columns  
Demo - B-2: Inserting Column Breaks  
Unit 02 Review

**Unit 03 - Formatting Tables**

35m

**Topic A: Table Formatting Basics**

The Alignment Group  
Demo - A-1: Aligning Text in Table Cells  
Demo - A-2: Merging Table Cells  
Demo - A-3: Splitting Table Cells  
Demo - A-4: Changing Text Orientation  
Demo - A-5: Changing Row Height

**Topic B: Borders and Shading**

The Borders Menu  
Demo - B-1: Changing Table Borders  
Shaded Cells in a Table  
Demo - B-2: Shading Table Cells

**Topic C: Table Data**

The Sort Dialog Box  
Demo - C-1: Sorting Table Data  
Demo - C-2: Splitting a Table  
Demo - C-3: Repeating the Header Row  
The Formula Dialog Box  
Demo - C-4: Entering a Formula in a Table

**Topic D: Table Styles**

The Table Styles Gallery  
Demo - D-1: Applying Table Styles  
Demo - D-2: Using Style Options  
The Modify Style Dialog Box  
Demo - D-3: Modifying a Table Style  
Unit 03 Review

**Unit 04 - Printing Labels and Envelopes**

11m

**Topic A: Labels**

The Labels Tab  
Demo - A-1: Printing Multiple Labels for a Single Address

**Topic B: Envelopes**

The Envelopes Tab  
Demo - A-2: Printing a Single Envelope  
Unit 04 Review

**Unit 05 - Templates and Building Blocks**

27m

**Topic A: Template Basics**

Templates

Demo - A-1: Using a Template

Demo - A-2: Saving an Altered Template

Demo - A-3: Creating a Document from a User-defined Template

The New Dialog Box

Demo - A-4: Saving a Template in the Templates Folder

**Topic B: Building Blocks**

The Building Blocks Organizer

**Topic C: Document Properties**

Restrict Formatting and Editing

Demo - C-1: Protecting a Document

The Document Panel

Demo - C-2: Viewing and Editing Document Properties

Document Statistics

Demo - C-3: Viewing Document Statistics

Unit 05 Review

**Unit 06 - Graphics**

21m

**Topic A: Creating Diagrams**

Choosing a SmartArt Graphic

**Topic B: Using the Drawing Tools**

Demo - B-1: Drawing a Shape

Pointing within a Shape

Pointing to a Sizing Handle

Pointing to a Rotate Handle

Pointing to an Adjustment Handle

Demo - B-2: Modifying a Shape

Demo - B-3: Inserting a Text Box

Demo - B-4: Formatting Text Boxes

Aligning Items

Demo - B-5: Arranging Multiple Objects

Changing a Shape into Another

Demo - B-6: Changing a Shape into Another Shape

**Topic C: Formatting Text Graphically**

The WordArt Gallery

Demo - C-2: Inserting and Modifying a Drop Cap

Demo - C-3: Inserting a Pull Quote

Unit 06 Review

**Unit 07 - Managing Document Revisions**

23m

**Topic A: Tracking Changes**

Track Changes Options

Tracked Changes

Demo - A-1: Tracking Changes while Editing

Demo - A-2: Reviewing and Accepting Revisions

Multiple Reviewers

Demo - A-3: Viewing Changes by Different Reviewers

Demo - A-4: Restricting Edits to Tracked Changes

Demo - A-5: Managing Multiple Documents Simultaneously  
Combining Documents  
**Topic B: Working with Comments**  
Comments  
Unit 07 Review

**Unit 08 - Web Features**

**13m**

**Topic A: Web Pages**

A Title Bar for a Web Page  
The Web Options Dialog Box

**Topic B: Hyperlinks**

The Insert Hyperlink Dialog Box  
Demo - B-1: Inserting a Hyperlink to an HTML File  
Demo - B-2: Navigating with Hyperlinks  
Demo - B-3: Creating a Hyperlink to a Word Document  
Unit 08 Review  
Course Closure

**Total Duration: 3h 20m**