



MS Word 2010
Advanced



Learn to create impressive looking documents, manage large documents and automate functions such as creating tables of contents using Word 2010.

Word 2010 Advanced Training Course

Word 2010 Advanced Training Course Foreword

Learn to create visually impressive documents managing graphics, Smart Art and automate functions like Tables of Content. If you use Word regularly this course is a must to help you make the most of the powerful program efficiently.

Who should attend?

Anyone that wants to use *Word* more efficiently – and create great looking documents using the Advanced features of MS Word 2010.

Course length

1-day

<p>Word 2010 Training Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none">• Workshop Objectives	<p>Word 2010 Training Course - Lesson 2 Working with the Word Window</p> <ul style="list-style-type: none">• Using Zoom• An Overview of Word's Views• Arranging Windows• Splitting a Document• Using the Navigation Pane
<p>Word 2010 Training Course - Lesson 3 Adding Pictures</p> <ul style="list-style-type: none">• Inserting Clip Art• Inserting a Picture from a File• Inserting a Screenshot• Moving or Deleting a Picture	<p>Word 2010 Training Course - Lesson 4 Formatting Pictures</p> <ul style="list-style-type: none">• Using the Picture Tools Tab• Removing a Picture's Background• Adding Artistic Effects• Changing Picture Layout
<p>Word 2010 Training Course - Lesson 5 Adding SmartArt</p> <ul style="list-style-type: none">• Inserting SmartArt• Adding Text to SmartArt• Using the SmartArt Tools Tabs• Moving and Deleting SmartArt	<p>Word 2010 Training Course - Lesson 6 Adding Tables</p> <ul style="list-style-type: none">• Inserting a Table• Adding Text to a Table• About the Table Tools Tab• Altering Rows and Columns• Applying a Style• About Quick Tables

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<p>Word 2010 Training Course - Lesson 7 Inserting Special Objects</p> <ul style="list-style-type: none">• Adding a Cover Page• Adding WordArt• Drawing Shapes• Adding a Text Box	<p>Word 2010 Training Course - Lesson 8 Adding In Document References</p> <ul style="list-style-type: none">• Adding a Table of Contents• Adding Footnotes, Endnotes, and Citations• Managing Sources• Inserting a Bibliography• Creating an Index
<p>Word 2010 Training Course - Lesson 9 Advanced Research Tasks</p> <ul style="list-style-type: none">• Viewing Synonyms• Using the Research Task Pane• Using Translation ScreenTips• Setting the Language	<p>Word 2010 Training Course - Lesson 10 Module Ten: Reviewing a Document</p> <ul style="list-style-type: none">• Adding a Comment• Reviewing Comments• Tracking Changes• Reviewing Changes• Comparing Documents
<p>Word 2010 Training Course - Lesson 11 Customizing Word</p> <ul style="list-style-type: none">• Minimizing the Ribbon• Customizing the Quick Access Toolbar• Accessing Word's Options• Changing Word's Color Scheme	<p>Word 2010 Training Course - Lesson 12 Wrapping Up</p> <ul style="list-style-type: none">• Words from the Wise

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