CompuTrain
BUSINESS SOLUTIONS, LTD.

Microsoft® Office Word® 2010
Intermediate

Course Description

Course Objective: You will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

Target Student: This course is designed for persons who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist persons preparing for the Microsoft Office Specialist exams for Microsoft Word 2010.

Prerequisites: Students should be able to use Microsoft Word 2010 to create, edit, format, save, and print basic business documents containing text, tables, and graphics. Students can obtain this level of skill by taking the following CompuTrain course: *Microsoft® Office Word 2010: Introduction.*

Course Objectives

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

- Manage lists.
- Customize tables and charts.
- Customize the formatting of a document using styles and themes.
- Modify pictures in a document.
- Create customized graphic elements.
- Insert content using Quick Parts.
- Control text flow.
- Use templates to automate document creation.
- Use the mail merge function.
- Use macros to automate common tasks.

Course Content

Lesson 1: Managing Lists
- ☑ **Topic 1A:** Sort a List
- ☑ **Topic 1B:** Renumber a List
- ☑ **Topic 1C:** Customize a List

Lesson 2: Customizing Tables and Charts
- ☑ **Topic 2A:** Sort Table Data
- ☑ **Topic 2B:** Control Cell Layout
- ☑ **Topic 2C:** Perform Calculations in a Table
- ☑ **Topic 2D:** Create Charts

Lesson 3: Creating Customized Formats with Styles and Themes
- ☑ **Topic 3A:** Create or Modify a Text Style
- ☑ **Topic 3B:** Create a Custom List or Table Style
- ☑ **Topic 3C:** Apply Default and Customized Document Themes

Lesson 4: Modifying Pictures
- ☑ **Topic 4A:** Resize a Picture
- ☑ **Topic 4B:** Adjust the Picture Appearance Settings
- ☑ **Topic 4C:** Wrap Text Around a Picture
- ☑ **Topic 4D:** Insert and Format Screenshots in a Document

Lesson 5: Creating Customized Graphic Elements
- ☑ Create Text Boxes and Pull Quotes
- ☑ Draw Shapes
- ☑ Add WordArt and Other Special Effects to Text
- ☑ Create Complex Illustrations with SmartArt

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Lesson 6: Inserting Content Using Quick Parts

- ☑ Insert Building Blocks
- ☑ Create Building Blocks
- ☑ Modify Building Blocks
- ☑ Insert Fields Using Quick Parts

Lesson 7: Controlling Text Flow

- ☑ Control Paragraph Flow
- ☑ Insert Section Breaks
- ☑ Insert Columns
- ☑ Link Text Boxes to Control Text Flow

Lesson 8: Using Templates to Automate Document Creation

- ☑ Create a Document Based on a Template
- ☑ Create a Template

Lesson 9: Automating the Mail Merge

- ☑ Use the Mail Merge Feature
- ☑ Merge Envelopes and Labels
- ☑ Create a Data Source Using Word

Lesson 10: Using Macros to Automate Tasks

- ☑ Automate Tasks Using Macros
- ☑ Create a Macro