

## MICROSOFT WORD 2010 ADVANCED TRAINING

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**COURSE LENGTH: 1.0 DAYS**

This PD Training Word 2010 Advanced training course provides you with the knowledge and skills to use many of the advanced features of Word 2010 effectively and efficiently

This advanced training course teaches you the following: how to customize a form letter, create a recipient list and other requirements to use Mail Merge, how to customize the Ribbon, Quick Access toolbar and keyboard shortcuts, running, recording, modifying and deleting macros, using the Compatibility Checker and Document Inspector, creating Master documents and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

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## MICROSOFT WORD 2010 ADVANCED TRAINING COURSE OUTLINE

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### FOREWORD

This Word 2010 Advanced training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [Word 2010: Intermediate](#).

Participants 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.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Word 2010 (exam 77-881) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-887). For comprehensive certification training, students should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Word 2010.

### Prerequisites:

[Word 2010: Intermediate](#) or equivalent experience.

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### OUTCOMES

#### By the end of this training course, participants will:

- ▶ Insert and modify mail merge fields
- ▶ Specify a starting document & recipient list for a mail merge
- ▶ Customize a form letter
- ▶ Create a recipient list
- ▶ Sort and filter records
- ▶ Prepare & print mailing labels
- ▶ Create envelope documents from a recipient list
- ▶ Insert & modify linked or embedded objects
- ▶ Apply background colors to documents
- ▶ Apply fill effects to documents
- ▶ Apply themes to documents
- ▶ Insert a watermark
- ▶ Enter data on a form
- ▶ Protect a form
- ▶ Set permissions for form users
- ▶ Use the Compatibility Checker
- ▶ Use the Document Inspector
- ▶ Publish a file as an XPS document
- ▶ Use digital signatures
- ▶ Record macros to automate tasks
- ▶ Run macros
- ▶ Modify macros
- ▶ Copy & delete macros
- ▶ Add tabs, groups & commands to the Ribbon
- ▶ Add buttons to the Quick Access toolbar
- ▶ Create a master document

- ▶ Add a cover page
  - ▶ Generate & update a table of contents
  - ▶ Generate & update a table of figures
  - ▶ Create a table of authorities
  - ▶ Create an index
  - ▶ Create a bibliography
  - ▶ Create footnotes
  - ▶ Work with bookmarks
  - ▶ Work with cross-references
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## MODULES

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### Lesson 1: Introduction

- ▶ Introduction
- ▶ Personal learning goals of each participant
- ▶ Plan and structure for the day

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### Lesson 3: Using Mail Merge

- ▶ Form letters
- ▶ Data sources for the recipient list
- ▶ Mailing labels and envelopes

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### Lesson 5: Objects and backgrounds

- ▶ Inserting content from other applications
- ▶ Changing the document background

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### Lesson 7: Using macros

- ▶ Recording and running macros
- ▶ Modifying and deleting macros

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### Lesson 2: Working with forms

- ▶ Creating forms
- ▶ Protecting forms
- ▶ Sharing and securing documents

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### Lesson 4: Customizing Word

- ▶ Customizing the Ribbon
- ▶ Customizing the Quick Access toolbar
- ▶ Customizing keyboard shortcuts

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### Lesson 6: Long documents

- ▶ Master documents
- ▶ Tables of contents and figures
- ▶ Indexes, bibliographies and other references
- ▶ Bookmarks and cross-references
- ▶ Web frames

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### Lesson 8: XML features

- ▶ Working with XML

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## WEB LINKS

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- ▶ [View this course online](#)
  - ▶ [In-house Training Instant Quote](#)