

## MICROSOFT WORD 2010 INTERMEDIATE TRAINING

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**COURSE LENGTH: 1.0 DAYS**

The Word 2010 Intermediate training course is designed to provide you with more advanced understanding and skills to use some additional functions of Word 2010 and to upgrade the basic knowledge and skills taught in Word 2010 Introduction course.

This training course teaches you how to: use the Reveal Formatting pane, create and modify styles, format table data and styles, use drawing tools to create diagrams and building blocks, manage document revisions, print labels & envelopes, preview & save documents as Web pages, insert hyperlinks 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 INTERMEDIATE TRAINING COURSE OUTLINE

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### FOREWORD

This Word 2010 Intermediate 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: Introduction](#).

Participants 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.

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: Introduction](#) or equivalent experience.

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### OUTCOMES

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

- ▶ Use the Reveal Formatting pane
- ▶ Apply, modify, override & export styles
- ▶ Create styles by example
- ▶ Base one style on another
- ▶ Create, organize & format section breaks
- ▶ Format sections
- ▶ Insert section headers & footers
- ▶ Format section page numbers
- ▶ Align text in a table cell
- ▶ Merge & split table cells
- ▶ Change row height
- ▶ Change table borders & shading
- ▶ Sort table data
- ▶ Split a table
- ▶ Repeat a table's header row
- ▶ Enter formulas in tables
- ▶ Apply & modify table styles
- ▶ Print labels & envelopes
- ▶ Use templates
- ▶ Use building blocks
- ▶ Protect a document
- ▶ View & edit document properties
- ▶ Create & format organizational charts
- ▶ Draw & modify shapes
- ▶ Insert & format text boxes
- ▶ Change a shape into another

- ▶ Use WordArt
  - ▶ Insert & modify drop caps
  - ▶ Insert pull quotes
  - ▶ Track changes while editing
  - ▶ Review & accept revisions
  - ▶ Insert & modify comments
  - ▶ Preview & save documents as Web pages
  - ▶ Insert hyperlinks
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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 2: Templates and building blocks

- ▶ Template basics
- ▶ Building blocks
- ▶ Document properties

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### Lesson 3: Styles and outlines

- ▶ Examining formatting
- ▶ Creating styles
- ▶ Modifying styles
- ▶ Working with outlines

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### Lesson 4: Graphics

- ▶ Creating diagrams
- ▶ Using the Drawing tools
- ▶ Formatting text graphically

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### Lesson 5: Sections and columns

- ▶ Creating and formatting sections
- ▶ Working with columns

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### Lesson 6: Managing document revisions

- ▶ Tracking changes
- ▶ Working with comments

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### Lesson 7: Formatting tables

- ▶ Table formatting basics
- ▶ Borders and shading
- ▶ Table data
- ▶ Table styles

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### Lesson 8: Web features

- ▶ Web pages
- ▶ Hyperlinks

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### Lesson 9: Printing labels and envelopes

- ▶ Labels
- ▶ Envelopes

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### Lesson 10: Wrapping Up

- ▶ Words from the Wise
  - ▶ Parking Lot
  - ▶ Action Plans and Evaluations
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## WEB LINKS

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