

Microsoft Office Word 2010: Intermediate

- **Course Length:** 1 Day

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 Overview

<u>Course Introduction</u>	2 m
<u>Unit 01 - Styles and Outlines</u>	1h 16m
Topic A: Examining Formatting	
The Reveal Formatting Pane	
Demo - A-1: Using the Reveal Formatting Pane	
Topic B: Creating Styles	
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	
Topic C: Modifying Styles	
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	
Topic D: Working with Outlines	
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	

Unit 02 - Sections and Columns

20m

Topic A: Creating and Formatting Sections

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

23m

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: 2h 52m