

Ref : EB21-215

# Word 2010

## Advanced techniques

### Aim

You master the essential commands and wish to evolve towards more advanced techniques. This training programme will make it possible for you to discover or improve your knowledge on managing and elaborating documents (inserting tables, images and graphic objects, creating and managing templates, mailings, long documents, tracked changes...).

Target audience	Level required	Estimated time to complete the essential modules
Users who have mastered the essential commands and wish to move towards more advanced techniques.	The essential commands must be mastered in order to access Word's advanced techniques without difficulty.	11h

## Course content

### ► The essential modules

#### Word 2010 – Level 2: Intermediate skills



MEDIAplus  
eLearning

This module offers interactive training consisting of 41 training videos, 41 exercises and 1 additional resource.

#### Create a table

- Creating a table
- Moving around/filling in a table
- Selecting and inserting rows and columns
- Deleting rows and columns
- Table styles
- Formatting cells
- Row height and column width
- Alignment in cells, table alignment
- Merging or splitting cells
- Converting text to table, table to text
- Sorting a table or a list of paragraphs
- Calculating in a table

#### Add graphic objects to your texts

- Drawing an object
- Sizing/rotating/adjusting a drawing object
- Moving/copying a drawing object
- Formatting a drawing object
- Text in a drawing object/WordArt
- Formatting text in an object/WordArt
- Inserting a picture
- Managing a picture
- Positioning and wrapping a picture
- Captions and table of illustrations
- Document background

- Charts
- Inserting objects from other applications
- Diagrams

#### **Avoid repetitive typing**

- Creating an AutoText
- Using an AutoText
- Managing AutoTexts
- The computer's date and time

#### **Make letters - or mailshots - simple**

- Creating envelopes/address labels
- You need to know: The mail merge
- Mail merge: associating document and recipients
- Inserting mail merge fields
- Running a mail merge
- Editing the recipients
- Adding and deleting recipients
- Sorting a list of recipients
- Selecting the records to print
- Conditional text in a mail merge
- Printing labels via the mail merge
- Fields for variable data

## Word 2010 – Level 3: Advanced skills



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This module offers interactive training consisting of 47 training videos, 47 exercises and 6 additional resources.

#### **Master themes, styles and templates**

- You need to know: Styles and templates
- Creating a style
- Using the Styles pane
- Modifying a style
- The Normal style
- Deleting a style
- Style sets
- Displaying formatting details
- Creating and customising a theme
- Creating a template
- New document based on a template
- Modifying and deleting templates
- Changing the template attached to a document
- Copying styles to other files

#### **Get started with long documents**

- Moving around a long document
- Sections
- Using different headers and footers
- Managing automatic page breaks
- Footnotes/endnotes
- Managing footnotes/endnotes
- Hierarchy of titles
- Outline view
- Table of contents

#### **Perfect your long documents**

- Bookmarks
- Cross references
- Hyperlinks

- Text in columns
- Master document
- Index
- Citations and bibliography

**Work as a team**

- Blog posts
- You need to know: Exporting data
- Transfer, export: PDF, XPS, text, web page, e-mail
- Comments
- Tracking changes
- Managing tracked changes
- Merging and comparing documents
- Protecting a shared document
- Protecting a document with a password
- Finalising a document
- Digital signatures

**Find out more...**

- Drop caps
- Managing application preferences
- Statistics and document properties
- Macros
- Converting Word documents
- Creating a form
- Protecting and using a form
- Versions and recovery of files
- You need to know: Customising the ribbon
- You need to know: The SharePoint site
- You need to know: Sharing a document over the internet
- You need to know: Best practice with a word processor

► **Complementary material**

Word 2010 – Reference book



Online book

This module includes digital course material.

Word 2010 – Level 1: Essential skills



MEDIAplus  
eLearning

This module offers interactive training consisting of 54 training videos, 54 exercises and 6 additional resources.