solab
IT SERVICES

SUPPORT | TRAIN | DEVELOP

IT BUSINESS TRAINING

CONTACT SOLAB

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MICROSOFT WORD 2010 ADVANCED

COURSE OUTLINE

Module 1: Master Documents

- What are Master documents?
- Creating a new master document by creating sub-documents from heading
- Inserting sub-documents into a master document
- Unlinking or removing a sub-document from a master document
- Using text outline options

Module 2: Tracking & Comments

- Tracking changes
- Accepting or rejecting changes
- Inserting comments
- Displaying and editing comments
- Deleting comments
- Showing or hiding comments

Module 3: Comparing and Combining Documents

- Comparing documents
- Combining revisions from multiple authors

Module 4: Tables of Contents & Indexes

- Creating a table of contents
- Updating a table of contents
- Creating and updating a table of figures
- Marking an index entry
- Marking an index sub-entry
- Compiling and updating an index

COURSE DETAILS

1-Day Instructor-led classroom based training

COURSE PRE-REQUISITES

Previous experience of Microsoft Word 2010 is required. It will be assumed the trainee has knowledge of all the "basics", preferably having attended our "Microsoft Word Foundation & Intermediate" courses.

COURSE OVERVIEW

Word 2010 is a Word Processing program with many powerful and sophisticated features that allow the creation, manipulation, editing, printing and storage of documents.

The advanced course introduces the trainee to important advanced features of Microsoft Word 2010. The course is designed to augment the trainee's existing Word Processing skills, thereby utilising Word 2010 to its full potential. The course is designed to give maximum "hands-on" experience to the individuals rather than involving a lecture situation. In order to attain this each participant will have their own personal computer and colour monitor to work on.

COURSE COMPLETION

You will have the ability to create, manipulate, edit, print and store of documents. The course is a pre-requisite to attending more advanced levels of training in MS Word 2010.

On completion of the course you will receive a certificate.

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Registered No. SC132770.

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Module 5: Linking & Embedding

- What is object linking?
- Linking data from a document as an icon
- Updating a linked document
- Breaking the link to a document
- Linking and displaying the linked object as an icon
- Linking and displaying the actual linked data
- Updating or breaking an application link
- What is object embedding?
- Embedding data into a document as an object
- Editing embedded data
- Deleting embedded data

Module 6: Hyperlinks

- Inserting hyperlinks
- Editing a hyperlink
- Removing a hyperlink

Module 7: Macros

- Macro to change page set-up
- Macro to insert a table with a repeating heading row
- Macro to insert fields into a header or footer
- Assigning a macro to a button on a toolbar

Module 8: Fields

- Inserting fields into a Word document
- Inserting fill-in fields
- Deleting fields
- Changing the number formatting used by a field
- Updating, locking and unlocking fields
- Using the sum formula within a table

Module 9: Forms

- Creating and protecting form text fields
- Creating and protecting form check boxes
- Inserting and protecting form drop-down menus

- Modifying form fields and displaying help
- Protecting a form
- Password protecting a form

Module 10: Templates

- What are Word templates?
- Creating and using a Word template
- Modifying a Word template

Module 11: Mail Merging

- Editing and sorting a mail merge recipient list
- Sorting and editing a mail merge recipient list (within the mail merge process)
- Ask fields and bookmarks
- Inserting Ask fields
- Inserting if….the…else…fields
- Using merge criteria in a mail merge

Module 12: Passwords & Editing Restrictions

- Adding 'opening' password document protection
- Removing 'open' password document protection
- Adding 'No Modifications' document password protection
- Removing a 'No Modifications' document password
- Allowing only tracked changes or comments
- Marking a document as a Final Version

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OVERVIEW

Flexible, high-quality training delivered when, where and how you need it.

At Solab we have been delivering an extensive range of high quality information computer technology (ICT) training courses throughout Scotland since 1994.

We have trained 22,000 delegates over the years and have developed a loyal customer base with highly satisfied delegates and training bookers returning time and time again.

We trust you will enjoy your training course with Solab, and if you get into any problems, please call us on 01224213033.
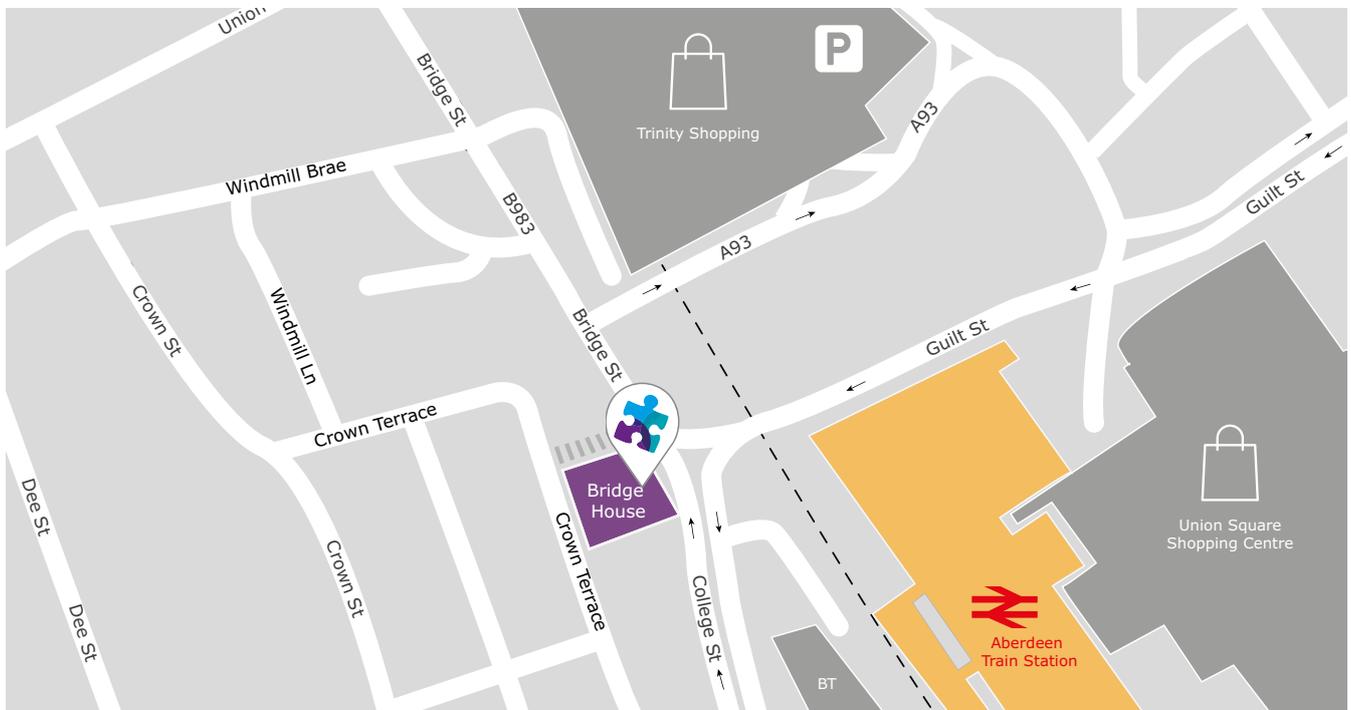
HOW TO FIND US?

Our office is situated on the first floor of Bridge House, at 56-58 Bridge Street, Aberdeen.

WHERE TO PARK?

Parking is available at the multi-storey pay and display car park next to the nearby British Telecom building.

From the car park, walk up College Street onto Bridge Street; Bridge House is located at the bottom of Bridge Street before the steps up to Crown Terrace. Solab's office can be reached by taking either the lift or stairs to the first floor.

OFFICE OPENING HOURS

Monday	09.00 am - 05:30 pm
Tuesday	09.00 am - 05:30 pm
Wednesday	09.00 am - 05:30 pm
Thursday	09.00 am - 05:30 pm
Friday	09.00 am - 05:30 pm
Saturday, Sunday	CLOSED