



## MICROSOFT WORD 2010 INTERMEDIATE

### COURSE OUTLINE

#### Module 1: Customisation

- Customising Microsoft Word
- Setting the User name
- Setting the default opening and saving folder

#### Module 2: Proofing & Printing

- The importance of proofing
- Spell checking a document
- Adding words to the built-in custom dictionary
- Removing a word from the spell checking dictionary
- Printing options
- Selecting a printer
- Choosing what to print
- Setting the number or copies to print
- Setting the pages per sheet
- Printing only odd or even pages
- Previewing and printing a document

#### Module 3: Compatibility Mode

- What is Compatibility mode?
- Using the Convert button

#### Module 4: Paragraph Formatting

- Line Spacing formatting options
- Using the Widow/Orphan control
- Using 'Keep lines together'
- Using the 'keep the next' option
- Using 'page break before'
- Applying and modifying multilevel list for-

### COURSE DETAILS

1-Day Instructor-led classroom based training

### COURSE PRE-REQUISITES

Delegates should be able to use Microsoft Word 2010 to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics. Delegates can obtain this level of skill by attending our "Microsoft Word 2010 Foundation" course.

### COURSE OVERVIEW

In this course, you will increase the complexity of your Microsoft Word 2010 documents by adding components such as customized lists, tables, charts, and graphics. You will also create personalized Microsoft Word 2010 efficiency tools.

This course was designed for delegates who need to learn how to use Microsoft Word 2010 to create or modify complex business documents as well as customized Word efficiency tools.

### COURSE COMPLETION

You will have the ability to create or modify complex business documents as well as customized Word efficiency tools. 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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### Module 5: Pictures

- Compatibility Mode & picture editing
- Screen shot of complete application window
- Clipping Screen shots
- Screen shots using the keyboard
- Picture tools
- Removing a background
- Picture corrections
- Picture Colour
- Picture artistic effects
- Compressing pictures
- Resetting pictures
- Picture styles
- Picture borders
- Cropping a picture

### Module 6: Sections

- What are section breaks?
- Inserting 'next page' section breaks
- Inserting 'odd page' section breaks
- Changing the section break type
- Deleting section breaks
- Changing page orientation within sections
- Changing page vertical alignment within sections
- Changing margins within sections

### Module 7: Headers & Footers

- Applying different headers and footers to sections
- Applying different headers and footers to the first page
- Applying different headers and footers to odd and even pages

### Module 8: Watermarks

- Adding a pre-defined watermark

- Adding a custom text watermark
- Removing a watermark
- Modifying a text watermark
- Adding a picture watermark

### Module 9: Tables

- Table styles
- Merging cells within a table
- Splitting cells within a table
- Modifying cell alignment
- Modifying cell margins
- Modifying text directions within cells
- Repeating the table heading row for multi-page tables
- Controlling row breaking across pages
- Performing a single column sort
- Multilevel sorting
- Converting delimited text to a table
- Converting a table to text

### Module 10: Styles

- What are styles?
- Applying styles
- Types of styles
- Creating a paragraph style
- Creating a character style
- Modifying a style
- Enabling automatic style updating
- Deleting a style

### Module 11: Text Wrapping

- Applying 'In line' text wrapping formatting to a picture
- Applying 'Square' wrapping formatting to a picture
- Applying 'Tight' wrapping formatting to a picture
- Applying 'Behind text' wrapping formatting to a picture



- Applying 'In front of text' wrapping formatting to a picture
- Applying wrapping formatting to an AutoShape
- Applying wrapping formatting to a chart
- Applying wrapping formatting to a photograph
- Applying wrapping formatting to a diagram
- Text wrapping options within Microsoft Word tables

### Module 12: Columns

- Applying column formatting to an entire document
- Applying column formatting to just 'selected text'
- Changing number of columns within a column layout
- Changing column widths and spacing
- Using pre-set column formatting
- Inserting and removing lines between columns
- Inserting column breaks
- Deleting column breaks

### Module 13: Autocorrect

- Creating, modifying and deleting an Auto-correct entry

### Module 14: Building Blocks (Formerly Called Autotext)

- Creating and inserting Building Block items
- Modifying a Building Block (Autotext) item
- Deleting a Building Block (Autotext) item

### Module 15: Advanced Find and Replace

- Clever ways of using the 'Find and Replace' facility
- Advanced find and replace options using font formatting

- Advanced find and replace options using paragraph formatting
- Advanced find and replace options using paragraph marks
- Advanced find and replace options using page breaks
- 'Paste Special' options using formatted and unformatted text

### Module 16: Captions

- Manually adding a caption to an object
- Adding and removing caption labels
- Changing the caption number formatting

### Module 17: Footnotes and Endnotes

- Inserting footnotes
- Editing and formatting footnotes
- Inserting endnotes
- Editing and formatting endnotes
- Converting footnotes to endnotes
- Converting endnotes to footnotes

### Module 18: Bookmarks & Cross-References

- Adding a bookmark
- Creating a cross-reference to a bookmark
- Creating a cross-reference to a numbered item
- Inserting a cross-reference to a heading
- Inserting a cross-reference to a figure
- Inserting a cross-reference to a table
- Adding a cross-reference to an index entry
- Deleting cross-references
- Deleting a bookmark



## OVERVIEW

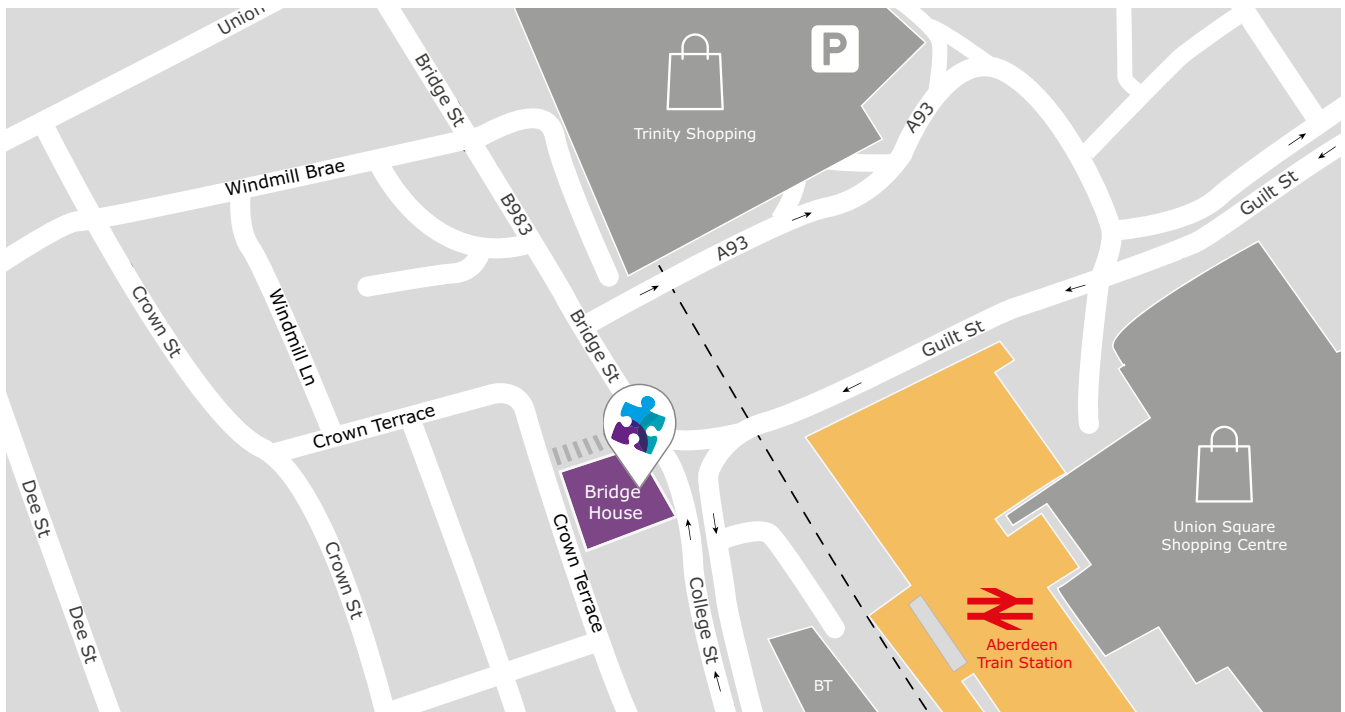
### **Flexible, high-quality training delivered when, where and how you need it.**

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.

## 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 | <b>CLOSED</b>       |

## 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.