



Microsoft Word 2010

Level 2



INFOCUS COURSEWARE

Level Series

Order Code: INF1011 ISBN: 978-1-921721-47-2

❖ General Description

This course aims to enhance existing Microsoft Word skills by covering more specific documentation creation aspects such as working with multiple documents, formatting in tables, tab, lists, merging, section breaks, templates, and working with pictures and illustrations.

❖ Learning Outcomes

At the completion of this course the student should be able to:

- modify **Word** options
- work with the **Navigation** pane
- work with multiple documents
- use a range of formatting techniques to position text and paragraphs
- create and work with various types of tabs
- define and modify lists
- use table features to improve the layout and format of tables
- create and use building blocks
- create and apply styles
- create and work effectively with themes
- create and use templates
- learn how to work with section breaks
- insert headers and footers into a document
- use the **Mail Merge Wizard** to perform mail merges
- insert and work with pictures in a **Word** document
- use the new drawing and illustrating tools in **Word 2010**
- insert and work with **WordArt** and text effects

❖ Target Audience

Microsoft Word 2010 Level 2 is designed for Microsoft Word users who are keen to extend their understanding and knowledge of the software beyond basic document creation.

❖ Prerequisites

Microsoft Word 2010 Level 2 assumes a basic understanding of Microsoft Word 2010 and the creation of simple documents. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages/Duration

198 pages. Levels publications are based around a 1-day training program consisting of approximately 6 – 8 hours

❖ Student Files

Many of the topics in **Microsoft Word 2010 Level 2** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF1011**.

❖ Methodology

The **In Focus** series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence



Need more?
Here's a
suggested
learning path
based on this
title...

Previous title... INF1010 Microsoft Word 2010 Level 1

This title... **INF1011 Microsoft Word 2010 Level 2**

Then... INF1012 Microsoft Word 2010 Level 3

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Wednesday, June 20, 2012 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



Contents

➤ Setting Word Options

- ✓ Understanding Word Options
- ✓ Personalising Word
- ✓ Setting Display Options
- ✓ Understanding File Locations
- ✓ Setting File Locations
- ✓ Understanding Save Options
- ✓ Setting Save Options

➤ Navigation Pane

- ✓ Navigating Documents
- ✓ Viewing Headings
- ✓ Editing Headings
- ✓ Adding Headings
- ✓ Moving Headings

➤ Multiple Documents

- ✓ Opening Multiple Documents
- ✓ Switching Between Open Documents
- ✓ Arranging All
- ✓ Viewing Side By Side
- ✓ Synchronised Scrolling
- ✓ Resetting The Window Position

➤ Formatting Techniques

- ✓ Applying First Line Indents
- ✓ Applying Hanging Indents
- ✓ Applying Right Indents
- ✓ Understanding Pagination
- ✓ Controlling Widows And Orphans
- ✓ Keeping Paragraphs Together
- ✓ Keeping Lines Together
- ✓ Inserting A Page Break
- ✓ Applying Hyphenation To Text
- ✓ Hiding Text
- ✓ Inserting A Drop Cap
- ✓ Understanding Returns
- ✓ Inserting Hard And Soft Returns
- ✓ Removing Returns
- ✓ Revealing Formatting

➤ Tabs

- ✓ Using Default Tabs
- ✓ Setting Tabs On The Ruler
- ✓ Modifying Tabs On The Ruler
- ✓ Setting Tabs In The Tabs Dialog Box
- ✓ Setting Tab Leaders
- ✓ Setting Bar Tabs
- ✓ Setting Mixed Tabs
- ✓ Removing Tabs

➤ Lists

- ✓ Understanding Lists
- ✓ Applying Bullets
- ✓ Defining A Bullet

- ✓ Modifying A Bullet
- ✓ Applying Numbering
- ✓ Defining A Number Format
- ✓ Renumbering A List
- ✓ Understanding Multilevel Lists
- ✓ Applying A Multilevel List
- ✓ Promoting And Demoting List Items
- ✓ Defining A Multilevel List
- ✓ Creating A Multilevel List Style
- ✓ Modifying A Multilevel List Style

➤ Table Features

- ✓ Creating A Table From Text
- ✓ Aligning Data In Cells
- ✓ Inserting Formulas Into A Table
- ✓ Updating Formulas In A Table
- ✓ Sorting Table Data
- ✓ Merging Table Cells
- ✓ Splitting Table Cells
- ✓ Displaying Table Gridlines
- ✓ Understanding Table Properties
- ✓ Aligning Tables
- ✓ Changing The Direction Of Text
- ✓ Repeating Heading Rows
- ✓ Converting A Table To Text

➤ Building Blocks

- ✓ Understanding Building Blocks
- ✓ Inserting A Building Block
- ✓ Creating Quick Parts
- ✓ Saving Building Blocks
- ✓ Inserting Quick Parts
- ✓ Editing Building Blocks
- ✓ Deleting Building Blocks
- ✓ Saving Building Blocks To A Template
- ✓ AutoText Versus Quick Parts

➤ Styles

- ✓ Understanding Styles
- ✓ Applying Paragraph Styles
- ✓ Applying Character Styles
- ✓ Creating A Quick Style
- ✓ Creating A Paragraph Style
- ✓ Creating A Character Style
- ✓ Applying Custom Styles

➤ Themes

- ✓ Understanding Themes
- ✓ Applying A Theme
- ✓ Modifying Theme Colours
- ✓ Modifying Theme Fonts
- ✓ Saving A Custom Theme
- ✓ Downloading And Installing A Theme
- ✓ Applying A Theme To A Template

- ✓ Resetting A Theme

➤ Templates

- ✓ Understanding Templates
- ✓ Using A Sample Template
- ✓ Downloading An Online Template
- ✓ Creating A Template
- ✓ Modifying A Template
- ✓ Using A Custom Template
- ✓ Attaching A Template To A Document
- ✓ Copying Styles Between Templates
- ✓ Creating A Template From A Template
- ✓ Tips For Developing Templates

➤ Section Breaks

- ✓ Understanding Section Breaks
- ✓ Inserting A Next Page Section Break
- ✓ Inserting A Continuous Section Break
- ✓ Inserting An Even Page Section Break
- ✓ Inserting An Odd Page Section Break

➤ Headers And Footers

- ✓ Understanding Headers And Footers
- ✓ Inserting Headers And Footers
- ✓ Inserting A Blank Header
- ✓ Inserting A Blank Footer
- ✓ Switching Between Headers And Footers
- ✓ Editing Headers And Footers
- ✓ Inserting Page Numbering
- ✓ Inserting Date Information
- ✓ Inserting Document Properties
- ✓ Formatting Header And Footer Text

➤ Mail Merging

- ✓ Understanding The Mail Merge Process
- ✓ Understanding Mail Merge Terminology
- ✓ Understanding The Mail Merge Wizard
- ✓ Selecting The Starting Document
- ✓ Selecting A Recipient List
- ✓ Inserting Mail Merge Fields
- ✓ Previewing The Merged Documents
- ✓ Completing The Merge





Microsoft Word 2010

Level 2



INFOCUS COURSEWARE

Level Series

Order Code: INF1011 ISBN: 978-1-921721-47-2

➤ Pictures

- ✓ Understanding Pictures
- ✓ Inserting A Picture
- ✓ Changing The Picture
- ✓ Removing A Picture Background
- ✓ Correcting Pictures
- ✓ Changing Picture Colouring
- ✓ Applying Artistic Effects
- ✓ Changing Picture Styles
- ✓ Changing Picture Effects
- ✓ Repositioning Pictures
- ✓ The Picture Format Short Cut Menu
- ✓ Changing The Picture Layout

➤ Drawing And Illustrating

- ✓ Understanding Illustrations
- ✓ Inserting Clip Art
- ✓ Modifying Clip Art
- ✓ Inserting Shapes
- ✓ Modifying Shapes
- ✓ Inserting Text Into A Shape
- ✓ Custom Text Wrapping
- ✓ Finding And Selecting Shapes
- ✓ Using A Canvas
- ✓ Inserting Screen Shots
- ✓ Inserting A Screen Clip
- ✓ Understanding SmartArt
- ✓ Creating A SmartArt Image
- ✓ Adding Text To SmartArt
- ✓ Changing The SmartArt Style
- ✓ Changing Colours In A SmartArt Image
- ✓ Changing A SmartArt Layout
- ✓ Adding More Shapes To SmartArt
- ✓ Resizing SmartArt

➤ WordArt

- ✓ Understanding WordArt
- ✓ Applying WordArt
- ✓ Positioning WordArt
- ✓ Editing WordArt Text
- ✓ Formatting WordArt Text
- ✓ Applying Text Effects
- ✓ Deleting WordArt

➤ Concluding Remarks



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information