



# Microsoft Word 2010

## Level 3 (with Challenge Exercises)



INFOCUS COURSEWARE

Level Series

Order Code: INF1052 ISBN: 978-1-921721-10-6

### ❖ 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, styles, merging, and working with pictures and illustrations.

### ❖ Learning Outcomes

At the completion of Microsoft Word 2010 Level 3 (with Practice Extensions) you should be able to:

- apply various page layout techniques
- save a document to **PDF** and view it in a **PDF** reader
- customise mail merges
- insert and work with text boxes
- create and work with **SmartArt**
- create and use building blocks
- create, use and delete bookmarks
- create and work with a table of contents in a document
- create and work with an index in a document
- understand, insert and work with fields in a document
- create and use interactive fields.
- create and work with master documents
- understand and use the tracking feature in **Word**
- create and remove several forms of protection for your document
- create and work with electronic forms in **Word**
- create and work with macros
- insert content from other sources

### ❖ Target Audience

Microsoft Word 2010 Level 3 (with Practice Extensions) 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 3 (with Practice Extensions) 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

218 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 3 (with Practice Extensions) 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](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF1052**.

### ❖ 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... Title*

*This title... **INF1052 Microsoft Word 2010 Level 3 (with Challenge Exercises)***

*Then... Title*

*Then... Title*



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*\* 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 Thursday, March 21, 2013 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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### Contents

#### > Page Techniques

- ✓ Inserting A Cover Page
- ✓ Inserting A Blank Cover Page
- ✓ Inserting A Watermark
- ✓ Creating A Watermark
- ✓ Removing A Watermark
- ✓ Applying Page Colours
- ✓ Applying A Page Border
- ✓ Applying Lines To A Page
- ✓ Practice Exercise

#### > Saving To PDF

- ✓ Understanding PDF
- ✓ Saving A Document As A PDF
- ✓ Viewing A PDF File
- ✓ Practice Exercise

#### > Mail Merge Techniques

- ✓ Running A Saved Merge
- ✓ Excluding Recipients
- ✓ Filtering Recipients
- ✓ Sorting Recipients
- ✓ Selecting Another Data Source
- ✓ Applying An If...Then...Else... Rule
- ✓ Applying A Fill In Rule
- ✓ Practice Exercise

#### > Text Boxes

- ✓ Understanding Text Boxes
- ✓ Inserting A Preformatted Text Box
- ✓ Typing Text Into A Text Box
- ✓ Positioning A Text Box
- ✓ Resizing A Text Box
- ✓ Deleting A Text Box
- ✓ Drawing A Text Box
- ✓ Formatting A Text Box
- ✓ Practice Exercise

#### > SmartArt

- ✓ Understanding SmartArt
- ✓ Inserting A SmartArt Graphic
- ✓ Inserting Text
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- ✓ Adding Shapes Above
- ✓ Adding Shapes Before And After
- ✓ Adding An Assistant
- ✓ Promoting And Demoting Positions
- ✓ Switching SmartArt Right To Left
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- ✓ Applying A Different Layout
- ✓ Applying A Colour Scheme
- ✓ Applying A SmartArt Style
- ✓ Deleting SmartArt Shapes
- ✓ Practice Exercise

#### > Building Blocks

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

#### > Bookmarks

- ✓ Creating Bookmarks
- ✓ Navigating With Bookmarks
- ✓ Deleting Bookmarks
- ✓ Practice Exercise

#### > Table Of Contents

- ✓ Understanding Tables Of Contents
- ✓ Inserting A Table Of Contents
- ✓ Navigating With A Table Of Contents
- ✓ Updating Page Numbers
- ✓ Updating A Table Of Contents
- ✓ Customising A Table Of Contents
- ✓ Formatting A Table Of Contents
- ✓ Practice Exercise

#### > Indexing

- ✓ Understanding Indexing
- ✓ Marking Index Entries
- ✓ Creating An AutoMark File
- ✓ Marking Index Entries With An AutoMark File
- ✓ Removing Marked Entries
- ✓ Generating An Index
- ✓ Modifying The Index Format
- ✓ Updating An Index
- ✓ Practice Exercise

#### > Fields

- ✓ Understanding Fields
- ✓ The Field Dialog Box
- ✓ Inserting A Document Information Field
- ✓ Setting Field Properties
- ✓ Showing And Hiding Field Codes
- ✓ Showing And Hiding Field Shading
- ✓ Inserting Formula Fields
- ✓ Inserting A Date And Time Field
- ✓ Updating Fields Automatically When Printing
- ✓ Locking And Unlocking Fields
- ✓ Applying A Number Format

- ✓ Practice Exercise

#### > Interactive Fields

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- ✓ Inserting A FILLIN Field
- ✓ Typing Field Codes Into A Document
- ✓ Activating Interactive Fields
- ✓ Inserting An ASK Field
- ✓ Using REF To Display Bookmarks
- ✓ Activating Fields Automatically
- ✓ Practice Exercise

#### > Master Documents

- ✓ Understanding Master Documents
- ✓ Creating A Master Document
- ✓ Creating Subdocuments
- ✓ Working With Master Documents
- ✓ Inserting Subdocuments
- ✓ Formatting A Master Document
- ✓ Editing Subdocuments
- ✓ Merging Subdocuments
- ✓ Splitting Subdocuments
- ✓ Deleting Subdocuments
- ✓ Building A Table Of Content
- ✓ Printing A Master Document
- ✓ Why Master Documents Are Misunderstood
- ✓ Practice Exercise

#### > Tracking Changes

- ✓ Understanding Tracking Changes
- ✓ Enabling And Disabling Tracked Changes
- ✓ Changing Tracking Options
- ✓ Showing Revisions In Balloons
- ✓ Showing Revisions Inline
- ✓ Showing And Hiding Revisions
- ✓ Showing Specific Types Of Revisions
- ✓ Showing And Hiding The Reviewing Pane
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- ✓ Practice Exercise

#### > Protecting Documents

- ✓ Understanding Document Protection
- ✓ Making A Document Read-Only
- ✓ Working With A Read-Only Document
- ✓ Restricting Formatting
- ✓ Working With Formatting Restrictions
- ✓ Restricting Editing
- ✓ Making Exceptions
- ✓ Stopping Document Protection



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### ➤ Electronic Forms

- ✓ Understanding Electronic Forms In Word
- ✓ Creating The Form Layout
- ✓ Understanding Content Controls
- ✓ Displaying The Developer Tab
- ✓ Inserting Text Controls
- ✓ Setting Content Control Properties
- ✓ Inserting The Date Picker Control
- ✓ Inserting Prompt Text
- ✓ Inserting Formulas
- ✓ Inserting A Combo Box Control
- ✓ Inserting A Drop-Down List Control
- ✓ Protecting And Saving The Form
- ✓ Using An Electronic Form
- ✓ Editing A Protected Form
- ✓ Deleting A Content Control
- ✓ Practice Exercise

### ➤ Macros

- ✓ Understanding Macros In Word
- ✓ Setting Macro Security
- ✓ Saving A Document As Macro-Enabled
- ✓ Recording A Macro
- ✓ Running A Macro
- ✓ Assigning A Macro To The Toolbar
- ✓ Assigning A Keyboard Shortcut To A Macro
- ✓ Editing A Macro
- ✓ Deleting A Macro
- ✓ Creating A MacroButton Field
- ✓ Copying A Macro
- ✓ Tips For Developing Macros
- ✓ Practice Exercise

### ➤ Importing

- ✓ Understanding Importing
- ✓ Importing Text
- ✓ Importing Excel Data
- ✓ Importing And Linking Excel Data
- ✓ Importing And Embedding Excel Data
- ✓ Practice Exercise

### ➤ Concluding Remarks



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