



Microsoft Word 2010

Module 2 (with Challenge Exercises)



INFOCUS COURSEWARE

Module Series

Order Code: INF1086 ISBN: 978-1-925121-88-9

❖ General Description

This course aims to provide the skills and knowledge to create more intricate and complex documents by using Microsoft Word at a more advanced level.

❖ Learning Outcomes

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

- use a range of formatting techniques to position text and paragraphs
- define and modify lists and styles
- create and work effectively with themes
- create and use templates
- apply various page layout techniques
- create and format columns
- use table features to improve the layout and format of tables
- create and edit recipient lists
- learn how to work with section breaks
- save a document to **PDF** and view it in a **PDF** reader
- insert and work with text boxes
- create and work with **SmartArt**
- 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
- create and use building blocks
- create and use **AutoText** entries
- understand, insert and work with fields in a document
- create and use interactive fields.
- create and work with master documents
- create and work with electronic forms in **Word**
- insert content from other sources
- create and work with macros

❖ Target Audience

Microsoft Word 2010 Module 2 (with Challenge Exercises) is designed for users who are keen to extend their understanding and knowledge of the software enabling the student to create more complex and intricate documents and to utilise some of the more advanced features of Microsoft Word.

❖ Prerequisites

Microsoft Word 2010 Module 2 (with Challenge Exercises) assumes some knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

310 pages

❖ Nominal Duration*

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ Student Files

Many of the topics in **Microsoft Word 2010 Module 2 (with Challenge Exercises)** 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 **INF1086**.

❖ 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



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❖ Companion Products

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

** 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, October 18, 2012 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

➤ Formatting Techniques

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- ✓ Applying Hanging Indents
- ✓ Applying Right Indents
- ✓ Understanding Pagination
- ✓ Controlling Widows And Orphans
- ✓ Keeping Paragraphs Together
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- ✓ Practice Exercise

➤ Bookmarks

- ✓ Creating Bookmarks
- ✓ Navigating With Bookmarks



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- ✓ Deleting Bookmarks
- ✓ Practice Exercise
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- ✓ Editing A Macro
- ✓ Deleting A Macro
- ✓ Creating A MacroButton Field
- ✓ Copying A Macro
- ✓ Tips For Developing Macros
- ✓ Practice Exercise
- **Concluding Remarks**



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