



Microsoft Word 2010

Level 3



INFOCUS COURSEWARE

Level Series

Order Code: INF1012 ISBN: 978-1-925179-82-8

❖ General Description

The skills and knowledge acquired in this course are sufficient to be able to use and operate the software at an advanced level especially as it relates to creating more complex documents and also automating document procedures.

❖ Learning Outcomes

At the completion of this course 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 is designed for users who are keen to extend their understanding and knowledge of Word beyond creating basic documents.

❖ Prerequisites

This course assumes an understanding of the topics and concepts covered in Levels 1 and 2. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages/Duration

191 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** 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 **INF1012**.

❖ 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

** 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 Tuesday, July 16, 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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Product Information



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

> Saving To PDF

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

> 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

> 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

> SmartArt

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

> Building Blocks

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

> Bookmarks

- ✓ Creating Bookmarks
- ✓ Navigating With Bookmarks
- ✓ Deleting Bookmarks

> 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

> 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

> 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

> Interactive Fields

- ✓ Understanding Interactive Fields
- ✓ 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

> 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 Contents
- ✓ Printing A Master Document
- ✓ Why Master Documents Are Misunderstood

> 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
- ✓ Accepting And Rejecting Changes

> 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
- ✓ Applying An Open Document Password
- ✓ Applying A Modify Document Password
- ✓ Restricting Permissions By People
- ✓ Adding A Digital Signature To A Document

> Electronic Forms

- ✓ Understanding Electronic Forms In Word
- ✓ Creating The Form Layout
- ✓ Understanding Content Controls
- ✓ Displaying The Developer Tab





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- ✓ 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

➤ **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

➤ **Importing**

- ✓ Understanding Importing
- ✓ Importing Text
- ✓ Importing Excel Data
- ✓ Importing And Linking Excel Data
- ✓ Importing And Embedding Excel Data
- ✓ Modifying Embedded Excel Data
- ✓ Inserting A Hyperlink To External Data
- ✓ Understanding Hyperlinking Options
- ✓ Using Hyperlinks

➤ **Concluding Remarks**



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