



# Microsoft Word 2010

## Module 2



INFOCUS COURSEWARE

Module Series

Order Code: INF1014 ISBN: 978-1-921939-22-8

### ❖ General Description

This course aims to provide the skill 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
- create and work effectively with styles and themes
- create and use templates
- 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
- create and work with **SmartArt**
- create, use and delete bookmarks
- create and work with a table of contents and index in a document
- create and use building blocks and **AutoText** entries
- understand, insert and work with fields in a document
- 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** 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** assumes that the user has previously used the software to create basic documents and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### ❖ Pages

262 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** 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 **INF1014**.

### ❖ 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

### ❖ 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](http://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 Friday, August 26, 2011 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



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### ➤ **Formatting Techniques**

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- ✓ 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

### ➤ **Lists**

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- ✓ Applying Bullets
- ✓ Defining A Bullet
- ✓ Modifying A Bullet
- ✓ Applying Numbering
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- ✓ Renumbering A List
- ✓ Understanding Multilevel Lists
- ✓ Applying A Multilevel List
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- ✓ Defining A Multilevel List
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### ➤ **Styles**

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### ➤ **Themes**

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- ✓ Applying A Theme
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- ✓ Resetting A Theme

### ➤ **Templates**

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- ✓ Using A Sample Template

- ✓ Downloading An Online Template
- ✓ Creating A Template
- ✓ Modifying A Template
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- ✓ Attaching A Template To A Document
- ✓ Copying Styles Between Templates
- ✓ Creating A Template From A Template
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### ➤ **Page Techniques**

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- ✓ Inserting A Watermark
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- ✓ Creating Columns Of Text
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### ➤ **SmartArt**

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- ✓ Adding Shapes Below
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- ✓ Adding Shapes Before And After
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- ✓ Switching SmartArt Right To Left
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- ✓ Updating A Table Of Contents
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- ✓ Formatting A Table Of Contents

### ➤ **Indexing**

- ✓ Understanding Indexing





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- ✓ Marking Index Entries
- ✓ Creating An AutoMark File
- ✓ Marking Index Entries With An AutoMark File
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### ➤ AutoText

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- ✓ Inserting A Date And Time Field
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- ✓ Why Master Documents Are Misunderstood

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- ✓ 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

### ➤ Concluding Remarks



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