



## Microsoft Word Training

### Microsoft Word 2010 Advanced

#### Who Should Do This Course?

This course is primarily aimed at people who need to know how to use the more advanced features of Word, including document automation, outlining, working with longer documents, merging and WordArt. Students should have completed Word Beginner and Intermediate training courses or have a good working knowledge of Microsoft Word and document creation.

#### Duration: 1 day

**Class size:** 10 students max

**Times:** 9:00am - 5:00pm

**Price:** Refer to our website for current course and package pricing

#### After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

#### About The Course

During this 1 day course, instructors will take experienced users of Microsoft Word 2010 through advanced tasks such as bookmarks, indexes, endnotes and footnotes, use Master Documents, columns and outlining.

Learn to perform complex merges, import data from other programs and advanced automation through the use of fields, forms and macros.

#### Learning Outcomes

Upon successful completion of this course, students will be able to:

- Set Word options to more easily access files and information
- Use bookmarks to mark and locate text
- Partition longer documents into sections
- Create tables of content and indexes
- Use timesaving features such as Templates
- Automate documents using fields and macros
- Create smarter merge operations
- Collaborate with colleagues and track changes made to documents
- Protect documents from unauthorized changes

## Content

### Unit 1: 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

### Unit 2: 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

### Unit 3: Master Documents

- Understanding Master Documents
- Creating A Master Document
- Creating Subdocuments
- Changing Master Document Views
- Inserting Subdocuments
- Formatting A Master Document
- Editing Subdocuments
- Restructuring A Master Document
- Merging Subdocuments
- Deleting Subdocuments
- Unlinking Subdocuments
- Why Master Documents Are Misunderstood

### Unit 4: 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

### Unit 5: Table Of Contents

- Understanding A Table 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

### Unit 6: Bookmarks

- Creating Bookmarks
- Navigating With Bookmarks
- Deleting Bookmarks

### Unit 7: 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

### Unit 8: 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

### Unit 9: Footnotes And Endnotes

- Understanding Footnotes And Endnotes
- Inserting Footnotes
- Locating Footnotes
- Locating Footnote Text
- Editing Footnote Text
- Deleting Footnotes
- Inserting Endnotes
- Locating Endnotes
- Formatting Endnote Text
- Deleting Endnotes
- The Footnote And Endnote Dialog Box
- Changing The Number Format

- Converting Footnotes And Endnotes

## Unit 10: Document Commenting

- Highlighting Text
- Finding Highlighted Text
- Inserting Comments
- Editing Comments
- Printing Comments

## Unit 11: 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

## Unit 12: 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

## Unit 13: Interactive Fields

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

## Unit 14: Setting Word Options

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

## Unit 15: 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
- Completing An Electronic Form
- Editing A Protected Form
- Deleting A Content Control

## Unit 16: 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

## Looking for course dates?

To view a full list of course dates, please visit our website at [www.dynamicwebtraining.com.au](http://www.dynamicwebtraining.com.au)  
Alternatively please contact our office on **1300 888 724**