WORD 2010 INTERMEDIATE

Generate a group quote today

COURSE LENGTH: 1.0 DAYS

Learn to produce and share important documents with PD Training's Microsoft Word 2010 Intermediate training course. This practical course will help you how to insert section headers & footers, sort table data, enter formulas in the table, apply & modify table styles, create & format organizational charts, and many more.

This training course is now available in Singapore.

This Microsoft Word 2010 Intermediate training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

Contact us today for a group quote.

WORD 2010 INTERMEDIATE COURSE OUTLINE

FOREWORD

Microsoft Word 2010 is a useful program that allows you to create text-based documents on a personal computer. Word 2010 offers several helper features for creating personal and business documents, such as white papers, articles, publications, job reports, memos, etc.

This Word 2010 Intermediate training course running in Singapore wide, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Word 2010: Introduction. Participants will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Word 2010 (exam 77-881) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-887). For comprehensive certification training, participants should complete the Introduction, Intermediate, and Advanced courses for Word 2010.

Prerequisites:

Word 2010: Introduction or equivalent experience.

OUTCOMES

▶ Use the Reveal Formatting pane
▶ Apply, modify, override & export styles
▶ Create styles by example
▶ Base one style on another
▶ Create, organize & format section breaks
▶ Format sections
▶ Insert section headers & footers
▶ Format section page numbers
▶ Align text in a table cell
▶ Merge & split table cells
▶ Change row height
▶ Change table borders & shading
▶ Sort table data
▶ Split a table
▶ Repeat a table's header row
▶ Enter formulas in tables
▶ Apply & modify table styles
▶ Print labels & envelopes
▶ Use templates
▶ Use building blocks
▶ Protect a document
▶ View & edit document properties
▶ Create & format organizational charts
▶ Draw & modify shapes
▶ Insert & format text boxes
▶ Change a shape into another

- Use WordArt
- Insert & modify drop caps
- Insert pull quotes
- Track changes while editing
- Review & accept revisions
- Insert & modify comments
- Preview & save documents as Web pages
- Insert hyperlinks

MODULES

Lesson 1: Styles and outlines

- Examining formatting
- Creating styles
- Modifying styles
- Working with outlines

Lesson 2: Sections and columns

- Creating and formatting sections
- Working with columns

Lesson 3: Formatting tables

- Table formatting basics
- Borders and shading
- Table data
- Table styles

Lesson 4: Printing labels and envelopes

- Labels
- Envelopes

Lesson 5: Templates and building blocks

- Template basics
- Building blocks
- Document properties

Lesson 6: Graphics

- Creating diagrams
- Using the Drawing tools
- Formatting text graphically

Lesson 7: Managing document revisions

- Tracking changes
- Working with comments

Lesson 8: Web features

- Web pages
- Hyperlinks

WEB LINKS

- View this course online
- In-house Training Instant Quote