



Training Solutions, Inc.

Microsoft Word 2010 Mini-Series: Advanced Features

Section 1 - Macros

- Developer Tab
- Recording Macros
- Macro-Enabled Documents
- Running Macros
- Adding Macros to Templates
- Deleting Macros

Section 2 - Tracking Options

- Track Changes
- Reviewing Pane
- Comments
- Show Markup
- Accept/Reject Changes
- View Side by Side Feature
- Protecting Documents

Section 3 - References

- Table of Contents
- Footnotes and Endnotes
- Citations and Bibliography
- Captions
- Table of Figures
- Cross-Reference
- Indexing
- Hyperlinks

Section 4 - Publishing

- Headers and Footers
- Adding Cover Pages
- Watermarks
- Page Borders
- Blog Posting