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Microsoft Word 2010 Intermediate Course Outline

Office 2010 Interface

- Fluent User Interface
- Word Options
- Quick Access Toolbar
- Customize the Ribbon

File Management Windows 7

- Libraries and folders
- Create a folder
- Recent Documents on File tab
- Aero Peek Preview
- Recent Documents on Jump List
- Jump List on Start Menu

Section 1 - Working with Columns and Tabs

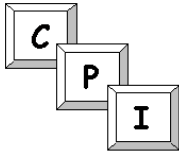
- Columns
- Changing views
- Centering a title
- Formatting columns
- Typing in columns
- Column and section breaks
- Restoring full margins
- Balanced columns
- Justification
- Inserting pictures
- Drop Caps
- Lines between columns
- Setting tabs on the Ruler
- Moving and clearing tabs
- Tabs dialog box
- Adding borders
- Dot leader tabs

Section 2 - Tables

- Table design
- Inserting tables
- Moving and sizing tables
- Inserting rows and columns
- View table gridlines
- Table borders
- Using the table grid
- Drawing tables
- Distributing rows and columns
- Quick Tables
- Convert text to table
- Convert table to text
- Table Styles
- Themes

Section 3 - Calculations and Charting

- Calculations in tables with Excel
- Calculations with Quick Access
Toolbar and table formulas
- Formula dialog box
- Updating fields
- Pasting functions
- Charts in Word
- Editing and formatting charts
- Moving and sizing charts
- SmartArt graphics



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Section 4 - Using Pictures and Clip Art

- Inserting pictures
- Clip Art
- Sizing and moving pictures
- Duplicating and deleting pictures
- Borders and shading
- Picture layout
- Picture shapes
- Inserting WordArt
- Editing and deleting WordArt

Section 5 - QuickParts and AutoCorrect

- Creating a QuickParts entry
- Inserting a QuickParts entry
- AutoCorrect settings
- Disabling AutoCorrect
- Exceptions
- Deleting Exceptions

Section 6 - Merge and Mailings

- Mail Merge Wizard
- Data sources
- Adding and deleting fields
- Saving data files
- Creating main documents
- Inserting dates and merge fields
- Merging files
- Creating envelopes and mail labels
 - using mail merge
- Printing a sheet of labels