



Microsoft® Word 2010 Level 2

Course Description:

This course is the second in a series of three Microsoft® Office Word 2010 courses. You will learn to create complex documents in Microsoft® Word 2010 by adding components, such as, customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2010 efficiency tools. This Word course is designed for persons who create and modify standard business documents in Microsoft® Word 2010, and who need to learn how to use the program to create or modify complex business documents.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn to create, edit, and enhance standard business documents using Microsoft® Office Word 2010.

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

- Customize tables and charts
- Modify pictures in a document
- Create customized graphic elements
- Insert content using Quick Parts
- Create a Word form

Prerequisite: Microsoft® Word Level 1 or comparable Word experience.

Course Outline	
Insert Content Using Quick Parts <ul style="list-style-type: none">• Create a Quick Part• Add Quick Parts to a document• Use the Building Blocks Organizer	Customize Drawing Objects <ul style="list-style-type: none">• Create a drawing object• Apply Fill Color/3-D Effects• Resize/Format/Change object• Use Smart Art
Customize Tables <ul style="list-style-type: none">• Create a table• Use table features• Edit a table• Insert/Delete rows and columns• Sort table data• Apply borders and shading	Use Chart Creation Features <ul style="list-style-type: none">• Create a chart (in Word and from Excel)• Edit datasheet and chart type
Customize Graphic Elements <ul style="list-style-type: none">• Insert graphics: Word Art, ClipArt, Pictures• Use advanced layout options• Create watermarks	Use Themes and Styles <ul style="list-style-type: none">• Apply a style• Create/Modify a Style• Use a Document Theme
	Work with Forms