

Microsoft® Office Word 2010: Level 2

Course Specifications

Course number: 084583

Course length: 1.0 day(s)

Certification: MOS: Microsoft Office Word 2010

Course Description

Course Objective: You will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

Target Student: This course is designed for persons who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist persons preparing for the Microsoft Office Specialist exams for Microsoft Word 2010.

Prerequisites: Students should be able to use Microsoft Word 2010 to create, edit, format, save, and print basic business documents containing text, tables, and graphics. Students can obtain this level of skill by taking the following Element K course:

- *Microsoft® Office Word 2010: Level 1*

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist skill sets. The Microsoft Office Specialist program is for individuals who use Microsoft's business desktop software and seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn the Microsoft Office Specialist certification.

Course Objectives

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

- Manage lists.
- Customize tables and charts.
- Customize the formatting of a document using styles and themes.
- Modify pictures in a document.
- Create customized graphic elements.
- Insert content using quick parts.
- Control text flow.
- Use templates to automate document creation.
- Use the mail merge function.
- Use macros to automate common tasks.

Course Content

Lesson 1: Managing Lists

Topic 1A: Sort a List

Topic 1B: Renumber a List

Topic 1C: Customize a List

Lesson 2: Customizing Tables and Charts

Topic 2A: Sort Table Data

Topic 2B: Control Cell Layout

Topic 2C: Perform Calculations in a Table

Topic 2D: Create Charts

Lesson 3: Creating Customized Formats with Styles and Themes

Topic 3A: Create or Modify a Text Style

Topic 3B: Create a Custom List or Table Style

Topic 3C: Apply Default and Customized Document Themes

Lesson 4: Modifying Pictures

Topic 4A: Resize a Picture

Topic 4B: Adjust the Picture Appearance Settings

Topic 4C: Wrap Text Around a Picture

Topic 4D: Insert and Format Screenshots in a Document

Lesson 5: Creating Customized Graphic Elements

Topic 5A: Create Text Boxes and Pull Quotes

Topic 5B: Draw Shapes

Topic 5C: Add WordArt and Other Special Effects to Text

Topic 5D: Create Complex Illustrations with SmartArt

Lesson 6: Inserting Content Using Quick Parts

Topic 6A: Insert Building Blocks

Topic 6B: Create Building Blocks

Topic 6C: Modify Building Blocks

Topic 6D: Insert Fields Using Quick Parts

Lesson 7: Controlling Text Flow

Topic 7A: Control Paragraph Flow

Topic 7B: Insert Section Breaks

Topic 7C: Insert Columns

Topic 7D: Link Text Boxes to Control Text Flow

Lesson 8: Using Templates to Automate Document Creation

Topic 8A: Create a Document Based on a Template

Topic 8B: Create a Template

Lesson 9: Automating the Mail Merge

Topic 9A: Use the Mail Merge Feature

Topic 9B: Merge Envelopes and Labels

Topic 9C: Create a Data Source Using Word

Lesson 10: Using Macros to Automate Tasks

Topic 10A: Automate Tasks Using Macros

Topic 10B: Create a Macro