

Information Technology and Computer Skills Training

WORD 2010 - ADVANCED

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$95.00

Course Content - Learners who attend this Advanced Level workshop will receive information to increase their proficiency in the following areas:

WORKING WITH COLUMNS

Creating Columns

- Creating Columns for a Document
- How To Create Columns For Part Of A Document
- Creating Columns for an Existing Section
- Formatting Columns
- How To Change The Width Of A Column
- Adding Vertical Lines between Columns
- Using a Column Break

WORKING WITH OUTLINES AND LONG DOCUMENTS

Creating Footnotes and Endnotes

- Inserting a Footnote and Endnote
- Changing the Format of a Footnote or Endnote
- Converting a Footnote to an Endnote

Creating a Table of Contents

- Creating the Table Of Contents
- Updating the Table Of Contents

Organizing a Document in Outline View

- Creating a Document in Outline View
- Viewing a Document's Organization Using Outline View
- Reorganizing a Document using the Outline View

WORKING WITH ONLINE FORMS

Creating Online Forms

- Setting-up Word to Create a Form
- Creating the Main Document
- Designing the Form Layout

Inserting Content Controls

- Inserting a Text and Date Content Control
- Inserting a Drop-Down List Content Control
- Inserting a Number Form Field
- Inserting a Check Box Form Field
- How To Specify The Check Box Option
- Assigning Help Text for a Form Field

Preparing the Form for Distribution

- Protecting a Form
- Filling-In a Form in Word
- Saving Data from a Form
- Printing Data from a Form

SHARING INFORMATION WITH OTHER PROGRAMS

Using Word with Excel, PowerPoint and Access

- Including an Excel Worksheet in a Word Document
- Using an Excel List as a Mail Merge Data Source
- Using a Word Outline to Create a PowerPoint Presentation
- Inserting Access Data into an Existing Document

Using Word with Outlook

- Sending a Document as the Body of an E-mail Message
- Sending Documents as Attachments

Working with Object Linking and Embedding (OLE)

- Creating Embedded Objects
- Create A Linked Object/Embedded Object From An Existing File
- Creating a Linked Object using Paste Link
- Editing a Linked Object
- Editing an Embedded Object in the Source Program

SHARING INFORMATION WITH OTHER PEOPLE

Using Markup

- How To Turn On/Off Change Tracking
- How to Track Changes
- How To Change The Color Used For Tracked Changes
- Insert, Modify, Respond or Delete Comments
- Show/Hide Comments or Tracked Changes
- Display Tracked Changes or Comments By Selected Reviewers
- Display Reviewing Pane
- Review Tracked Changes And Comments
- How to Accept or Reject Changes
- Printing Documents with Tracked Changes/Comments
- Comparing and Merging Documents

Protecting Documents from Unauthorized Changes

- Setting a Password to Open/Modify a Document
- Restrict The Formatting Of A Document
- Restricting Unauthorized Editing
- Allowing Editing in a Protected Document
- Authorizing Reviewers To Insert Comments And Tracked Changes Only
- Restrict Reviewers To Inserting Comments Only
- Removing Document Protection
- Inspect A Document
- Marking a Document as Final

Visit our website at

www.training.oa.mo.gov to
find other technical and
computer training programs.

