

Word 2010: Advanced

(Course Number: OFFT-3727)

Topic-Level Outline

Prerequisites: *Word 2010: Intermediate* or equivalent experience

Participants will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

Using Mail Merge

Form letters

Data sources for the recipient list

Mailing labels and envelopes

Objects and backgrounds

Inserting content from other applications

Changing the document background

Working with forms

Creating forms

Protecting forms

Sharing and securing documents

Using macros

Recording and running macros

Modifying and deleting macros

Customizing Word

Customizing the Ribbon

Customizing the Quick Access toolbar

Customizing keyboard shortcuts

Long documents

Master documents

Tables of contents and figures

Indexes, bibliographies, and other references

Bookmarks and cross-references

Web frames

XML features

Working with XML