

## Intermediate Microsoft Word 2010

**Duration: 1 day**

### Course Aims and Objectives

This course will introduce existing users of Word to many other essential features. You will be given an in depth overview of text production and printing, controlling layout and formatting text and paragraphs.

### Who should attend?

Anyone who has been on an official Word Introduction course  
Existing users of Word who feel that they are not making best use of its facilities  
Users who are converting from another Word Processing package to Word 2010.

### Assumed Knowledge

A working knowledge of PCs, Windows and a mouse is assumed.

### Course Outline summary

#### Lesson 1 Styles and outlines

**Topic A** Examining formatting

**Topic B** Creating styles

**Topic C** Modifying styles

**Topic D** Working with outlines

#### Lesson 2 Sections and columns

**Topic A** Creating and formatting sections

**Topic B** Working with columns

#### Lesson 3 Formatting tables

**Topic A** Table formatting basics

**Topic B** Borders and shading

**Topic C** Table data

**Topic D** Table styles

#### Lesson 4 Printing labels and envelopes

**Topic A** Labels

**Topic B** Envelopes

#### Lesson 5 Templates and building blocks

**Topic A** Template basics

**Topic B** Building blocks

**Topic C** Document properties

#### Lesson 6 Graphics

**Topic A** Creating diagrams

**Topic B** Using the Drawing tools

**Topic C** Formatting text graphically

#### Lesson 7 Managing document revisions

**Topic A** Tracking changes

**Topic B** Working with comments

#### Lesson 8 Web features

**Topic A** Web pages

**Topic B** Hyperlinks