



The Office Wiz Training, Consulting and Support Services

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COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD®: CUSTOMIZING 2010

Whether you have upgraded from Word 2003 or Word 2007, this class is for you. In just one hour you'll learn how to work with the ribbon and to customize the new Quick Access Toolbar. You'll also master menu creation as well as how to protect your customizations. Register today and customize Word 2010 to make yourself more efficient and productive.

LENGTH

One 1 hour session.

PREREQUISITES

Word: Level 1 or equivalent knowledge. You need to have a basic understanding of Microsoft Word. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

NECESSARY SOFTWARE AND HARDWARE

For specific software and hardware requirements, refer to the Level 1 class description for your version of Word. Basically you need a computer running Windows and Word with a mouse and a keyboard.

OTHER WORD CLASSES

- Microsoft Office Word 2010: Transition from Word 2003
- Level 2
- Level 3
- Advanced Styles (Part 1)
- Advanced Styles (Part 2)
- Building The Power Resume With Microsoft Word
- Complex Page Numbering
- Create Brochures, Flyers And More Using Word
- Creating Legal Forms
- Customizing Word 2007
- Customizing Word 2003
- Editing At Warp Speed
- Footnotes & Cross References
- Formatting Fundamentals For Paragraphs
- Word In The Law Office
- Mastering Mail Merges
- Mastering The Table Of Contents

Course Description For
Microsoft® Office Word® 2010:
Customizing 2010
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- Word's Styles: Solving The Mysteries Of Formatting
- Table Of Authorities
- Tables: The Essentials
- Tables: Formatting Techniques
- Taming The Unruly Word Document
- Tips, Tricks & Traps
- Working With Microsoft Word Tables