



The Office Wiz Training, Consulting and Support Services

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COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD® 2010: LEVEL 2

This is the perfect class for busy professionals. Discover valuable ways to streamline document creation, enhance tables, work with graphics and columns and create mass mailings. You will master ways to make repetitive tasks as easy as 1-2-3. The class is instructor-led with hands-on activities. Learn to:

- Manage lists.
- Customize tables and charts.
- Customize formatting with 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.

LENGTH

Approximately eight hours. Recommend two four hour sessions.

PREREQUISITES

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

SPECIFIC CLASS CONTENT

Lesson 1: Managing Lists

- Sort a List
- Renumber a List
- Customize Lists

Lesson 2: Customizing Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create Charts

Lesson 3: Creating Customized Formats With Styles and Themes

- Create or Modify a Text Style

- Create a Custom List or Table Style
- Apply Default and Customized Document Themes
- Lesson 4: Modifying Pictures
 - Resize a Picture
 - Adjust Picture Appearance Settings
 - Wrap Text Around a Picture
 - Insert and Format Screenshots in a Document
- Lesson 5: Creating Customized Graphic Elements
 - Create Text Boxes and Pull Quotes
 - Draw Shapes
 - Add WordArt and Other Special Effects to Text
 - Create Complex Illustrations with SmartArt
- Lesson 6: Inserting Content Using Quick Parts
 - Insert Building Blocks
 - Create Building Blocks
 - Modify Building Blocks
 - Insert Fields Using Quick Parts
- Lesson 7: Controlling Text Flow
 - Control Paragraph Flow
 - Insert Section Breaks
 - Insert Columns
 - Link Text Boxes to Control Text Flow
- Lesson 8: Using Templates to Automate Document Creation
 - Create a Document Based on a Template
 - Create a Template
- Lesson 9: Automating Mail Merges
 - Perform a Mail Merge
 - Mail Merge Envelopes and Labels
 - Use Word to Create a Data Source
- Lesson 10: Using Macros to Automate Tasks
 - Automate Tasks Using Macros
 - Create a Macro

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK)

- A 1 GHz Pentium-class processor or faster.
- A minimum of 256 MB of RAM. 512 MB of RAM is recommended.
- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.

- Internet access (contact your local network administrator).
- A printer (optional) or an installed printer driver.
- Microsoft® Office Professional Edition 2010.
- Microsoft Office Suite Service Pack 1.
- Windows XP Professional with Service Pack 2.

OTHER WORD CLASSES

- 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 2010
- 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
- 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