

AVP Training

Computer Software Training & Consulting

Word 2010 Advanced (Level 3)

General Description

Enhance document formatting, manage long documents and automate everyday tasks

Learning Outcomes

- Incorporate cover pages, watermarks and page formatting techniques
- Save documents in a .PDF file format
- Apply various mail merge options
- Insert, modify and format text boxes
- Create, restructure and format SmartArt business graphics
- Produce and manage building block items
- Create, use and manage bookmarks
- Generate table of contents and indexes
- Use fields to create interactive documents
- Manage related documents via master documents and subdocuments
- Track changes to documents and protect documents from modifications
- Develop forms to collect and store data
- Record macros to automate Word operations
- Embed and link external content from Word documents and Excel worksheets

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Intermediate understanding of Microsoft Word

<p>Course Topics</p> <p>Word 2010 Advanced (Level 3)</p>	Page Techniques
	Saving as PDF
	Merging Techniques
	Text Boxes
	SmartArt
	Building Blocks
	Bookmarks
	Table of Contents
	Indexing
	Fields
	Interactive Fields
	Master Documents
	Tracking Changes
	Protecting Documents
	Forms
Macros	
Importing	

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