



Word 2010 Advanced (Level 3)

Duration:

One day

Description:

ThisILT Series course, rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Word 2010: Intermediate. Students 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. Course manual comes with CertBlaster exam prep software (download).

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Topic B: Data sources for the recipient list

Topic C: Mailing labels and envelopes

Unit 2: Objects and backgrounds

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Unit 3: Using macros

Topic A: Recording and running macros

Topic B: Modifying and deleting macros

Unit 4: Working with forms

Topic A: Creating forms

Topic B: Protecting forms

Topic C: Sharing and securing documents

Unit 5: Customizing Word

Topic A: Customizing the Ribbon

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Topic C: Customizing keyboard shortcuts

Unit 6: Long documents

Topic A: Master documents

Topic B: Tables of contents and figures

Topic C: Indexes, bibliographies, and other references

Topic D: Bookmarks and cross-references

Topic E: Web frames

Unit 7: XML features

Topic A: Working with XML