



DEVORE
TECHNOLOGIES

FULL TRACK

Word 2010 Advanced

Course Description: Use the full power of Word 2010 to create documents in Word. Learn styles, tables of contents, tracking changes and protecting documents. Work with macros to automate frequent procedures. Create forms and templates for documents that you need frequently.

Prerequisites: Word 2010 Introduction and Intermediate. User should be very proficient in Microsoft Word.

Course Length: 6 hours

Advanced Styles

- Create and modify styles
- Save styles to organizer

Sections

- Work with different sections
- Create different header / footers in a document

Bookmarks / Cross-References / Hyperlinks

- Create bookmarks to locate information
- Create and use cross-references
- Create hyperlinks

Table of Contents / Indexes / Footnotes

- Create table of contents
- Create an index
- Insert footnotes / endnotes
- Insert captions / graphics

Tracking

- Tracking changes
- Reviewing pane
- Accepting / rejecting changes
- Final Markup

Comments

- Insert comments
- Preview comments – balloon / inline
- Remove comments

Protecting Documents

- Protect a document
- Restrictions

Macros

- Create macro
- Run and edit macro
- Create button on toolbar to run macro
- Remove macro

Forms / Templates

- Create a memo form
- Save as template

Customize toolbar

- Move and add buttons to toolbar
- Change button design / create new toolbars

Upcoming Computer Classes

Our class schedule is always current at www.devore.com/training



Provision™



Castle Worldwide
Design. Develop. Deliver.