

Course Outline

Word 2010

Level 3

Mail Merge

Form Letters
Data Sources for the Recipient List
Filtering Records
Mailing Labels and Envelopes

Objects and Backgrounds

Working with and Creating Objects
Inserting Excel Objects and Linked Objects
Inserting Charts
Document Backgrounds
Applying Themes
Protecting Document Formatting

Using Macros

Recording and Running Macros
Modifying and Deleting Macros

Forms

Creating Forms
Adding Drop Downs and Controls
Form Protection
Sharing and Securing Documents
Publishing in PDF or XPS Format
Digital Signatures

PRICE: \$150, including manual

Customizing Word

Customizing the Ribbon
Customizing the Quick Access Toolbar
Customizing Keyboard Shortcuts

Long Documents

Master Documents
Tables of Content and Figures
Indexes, Bibliographies, and other
References
Footnotes and Endnotes
Bookmarks and Cross-References
Web Frames

XML Features

Working with XML