

# Microsoft Word 2010 Advanced

**Duration:** 1 Day

This course has been designed for experienced Microsoft Word users who wish to take advantage of Word's more advanced features which help to automate and standardise work.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

## Styles

- Creating styles
- Applying styles to text
- Modifying styles

## Mail Merge

- Creating the main document
- Creating the data source
- Performing the merge
- Creating labels

## Macros

- Creating a macro
- Replaying a macro
- Storing macros

## Table of Contents

- Creating a table of contents
- Updating a table of contents
- Formatting a table of contents

## Templates

- Creating and using a template
- Inserting an automatic date and time

## Section Breaks

- Dividing a document into sections
- Working with sections
- Inserting headers and footers in different sections

## Other

- Importing data from Excel
- Inserting SmartArt
- Inserting cover pages
- Working with themes