

MS Word 2010

Intermediate

(1 Day Workshop)

Course Outline

Description:

A follow up to the beginners course covering tables of contents, headers and footers, templates, styles, tables, inserting excel objects, file management, page borders, margins, columns and creating a brochure in Word 2010.

Note that Word 2007 is similar in functionality to Word 2010.

Content

- Styles
 - Table of Contents
 - Document map
 - Headers and footers
 - Using templates for styles
- Tables, Object and Folders
 - Using and inserting tables
 - Modifying tables
 - Using formulae in tables
 - Inserting an Excel object
 - File management and folders
- Brochures
 - Adding page borders
 - Margins
 - Columns
 - Using text boxes and tables to create columns
 - Watermarks