

## MICROSOFT WORD 2010 INTERMEDIATE

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**COURSE LENGTH: 1.0 DAYS**

Microsoft Word 2010 is the most widely used word processing software used to create, edit and save professional documents in most organisations.

The PD Training Microsoft Word 2010 Intermediate Training Course provides you with the skills to use some of the more advanced features of Word such as applying styles, formatting tables, using drawing tools, formatting sections, printing labels and envelopes and much more.

This is the second course in the series of three: Introduction, Intermediate and Advanced Word 2010 Training.

This fun and practical training course is available now across New Zealand, including Auckland, Wellington and Christchurch.

Contact us today for a [group quote](#).

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## MICROSOFT WORD 2010 INTERMEDIATE COURSE OUTLINE

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### FOREWORD

This Word 2010 Intermediate training course running in Auckland, Wellington, Christchurch and New Zealand wide, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in [Word 2010: Introduction](#). Participants will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Word 2010 (exam 77-881) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-887). For comprehensive certification training, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Word 2010.

### Prerequisites:

[Word 2010: Introduction](#) or equivalent experience.

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### OUTCOMES

- ▶ Use the Reveal Formatting pane
- ▶ Apply, modify, override & export styles
- ▶ Create styles by example
- ▶ Base one style on another
- ▶ Create, organise & format section breaks
- ▶ Format sections
- ▶ Insert section headers & footers
- ▶ Format section page numbers
- ▶ Align text in a table cell
- ▶ Merge & split table cells
- ▶ Change row height
- ▶ Change table borders & shading
- ▶ Sort table data
- ▶ Split a table
- ▶ Repeat a table's header row
- ▶ Enter formulas in tables
- ▶ Apply & modify table styles
- ▶ Print labels & envelopes
- ▶ Use templates
- ▶ Use building blocks
- ▶ Protect a document
- ▶ View & edit document properties
- ▶ Create & format organisational charts
- ▶ Draw & modify shapes
- ▶ Insert & format text boxes

- ▶ Change a shape into another
  - ▶ Use WordArt
  - ▶ Insert & modify drop caps
  - ▶ Insert pull quotes
  - ▶ Track changes while editing
  - ▶ Review & accept revisions
  - ▶ Insert & modify comments
  - ▶ Preview & save documents as Web pages
  - ▶ Insert hyperlinks
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## MODULES

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### Lesson 1: Styles and outlines

- ▶ Examining formatting
- ▶ Creating styles
- ▶ Modifying styles
- ▶ Working with outlines

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### Lesson 2: Sections and columns

- ▶ Creating and formatting sections
- ▶ Working with columns

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### Lesson 3: Formatting tables

- ▶ Table formatting basics
- ▶ Borders and shading
- ▶ Table data
- ▶ Table styles

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### Lesson 4: Printing labels and envelopes

- ▶ Labels
- ▶ Envelopes

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### Lesson 5: Templates and building blocks

- ▶ Template basics
- ▶ Building blocks
- ▶ Document properties

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### Lesson 6: Graphics

- ▶ Creating diagrams
- ▶ Using the Drawing tools
- ▶ Formatting text graphically

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### Lesson 7: Managing document revisions

- ▶ Tracking changes
- ▶ Working with comments

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### Lesson 8: Web features

- ▶ Web pages
  - ▶ Hyperlinks
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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)