

## Word 2010 – Level 2

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| <b>How to choose a course:</b> | When deciding which course is best for you, it is always wise to carefully read and be aware of the topics that will be presented in it. Choosing a course purely on its title may not give you the skills you actually need. |
| <b>Course Description:</b>     | This course follows on from Word 2010 - Level 1. It is designed to give someone who already has sound, basic Word skills the next array of features and techniques to increase productivity in the application.               |
| <b>Ideal Participant:</b>      | This course is ideally suited to someone who has completed the Word - Level 1 course or is confident with the topics stated in the Word - Level 1 outline and is seeking to become more proficient with Word.                 |
| <b>Course Duration:</b>        | 1 Day   |

## Topics

- **Setting Word Options**
  - personalise Words default settings
- **Tabs**
  - use default tab positions, set custom tab positions and types, tab leaders and bar tabs
- **Paragraph Techniques**
  - use indents, pagination, hard and soft returns, deal with orphan paragraphs
- **Building Blocks**
  - create reusable sections of information
- **Styles**
  - use and modify existing styles, create custom styles, manage styles
- **Navigation Pane**
  - Navigate long documents, add and remove headings using the navigation pane
- **Lists**
  - advanced bulleted and numbered list customisation techniques
- **Templates**
  - create a template from an existing document, using templates, modifying templates, styles and templates
- **Section Breaks**
  - section breaks vs. page breaks, next page, continuous and odd and even section breaks
- **Headers and Footers**
  - insert and edit headers and footers, add page numbers, date, time and document properties, use sections with headers and footers
- **Mail Merge**
  - establish a data set, insert merge fields, test and merge to letters, and labels
- **Graphics**
  - insert and modify pictures, drawings and illustrations, Smart Art and Word Art

\* For course customisation options please contact SLM Images