

Microsoft Word 2010 Expert Certification

Course Code: MSWOR10E; Three days; Instructor-Led

Courseware 3241-1 Exam 77-887

Course Description

Microsoft® Word 2010 Expert teaches the information worker how to use a variety of intermediate and advanced features to create and format business documents such as online forms, personalized mailings, or cite reference sources. Some topics will review core skill sets and are then discussed in more detail, exploring

at a higher level different options that can be chosen or applied for that skill set.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Word 2010 Expert Exam #77-887.

Course Series

This *Microsoft Word 2010 Expert* courseware is one of nine courses in CCI's Microsoft Office Specialist 2010 series. Other courses available in the series include:

- Word 2010 Core
- Excel 2010 Core
- Access 2010
- PowerPoint 2010
- Outlook 2010
- SharePoint 2010
- Word 2010 Expert
- Excel 2010 Expert

Instructor Resources are available and are produced specifically to help and assist an instructor in preparing to deliver the course using the CCI materials. Contact your coordinator or administrator, or call your CCI Account Manager for information on how to access these resources.

Course Prerequisites

This course is designed for students who are familiar with core skills to create, edit, and format documents. The course assumes that students have completed the *Microsoft Word 2010 Core* course or have equivalent working knowledge and experience.

- Access commands and features
- Save, open, close or switch between documents
- Select text to perform editing tasks such as copy and paste, or find and replace
- Apply simple formatting to characters and paragraphs
- Set tabs or indents to align text in columns
- Apply bullets or numbers to lists
- Apply page formatting
- Apply headers or footers to a document
- Proof your documents for spelling or grammar errors, as well as recognize contextual errors
- Create, enter text into, and then format a table
- Insert, format, or arrange pictures, shapes, text boxes, WordArt, or SmartArt illustrations
- Use documents to merge information for mass mailings
- Use QuickParts
- Protect your document

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Course Objectives

This course book teaches the skills you will need to successfully complete the Word 2010 Expert exam. These skill sets are introduced using a fictional company named Tolano Adventures, a travel service that is a department within Tolano Environmental Consulting. Tolano Adventures offers tours to the public that are friendly to the environment.

You will use Word to create a variety of business documents, including online forms, financial reports, templates, reference material, and newsletters. You will also look at how you can use tools to manipulate or automate tasks, as well as how to set option for working in Word.

After completing this course, you will be able to:

- Customize your working environment using Word Options
- Create a document from a template and create a new template
- Restrict access to parts of or the entire document
- Turn Protected View on or off
- Apply, create, modify, or delete styles
- Create Quick Parts
- Access the Building Blocks Organizer
- Set up formulas in tables
- Set up options to review documents
- Compare or combine multiple documents
- Accept or reject tracked changes
- Insert citation sources
- Insert captions
- Manage your reference sources
- Generate a table of figures
- Generate a table of authorities
- Mark entries for an index
- Generate an index
- Review how the merge process works
- Merge envelopes and labels
- Set rules for merging
- Create online forms using content controls and legacy tools
- Create, edit, and delete a macro
- Assign a keyboard shortcut to a macro
- Assign a macro to the Quick Access toolbar or a button on a Ribbon tab

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About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Sharing and Maintaining Documents

Lesson Objectives
Changing Word Options
Changing the Proofing Tools
Working with Templates
Managing Templates
Restricting Document Access
Using Protected View
Lesson Summary
Review Questions

Lesson 2: Formatting Content

Lesson Objectives
Formatting with Styles
Using Quick Styles
Creating Styles
Using Quick Parts
Working with Tables
Inserting Formulas
Working with Charts
Adding Chart Elements
Saving a Chart as a Template
Working with Text Boxes
Linking Text Boxes

Lesson Summary
Review Questions

Lesson 3: Tracking and Reviewing Documents

Lesson Objectives
Reviewing Documents
Setting Tracking Options
Tracking Changes
Reviewing a Document from Others
Comparing or Combining Documents
Referencing Information Sources
Inserting Citation Sources
Working with Captions
Listing Your Sources
Inserting a Bibliography
Managing Your Sources
Using Cross References
Creating an Index
Marking Index Entries
Generating an Index
Updating and Editing an Index
Lesson Summary
Review Questions

Lesson 4: Merging Documents

Lesson Objectives

Merging with Forms
Merging with Outlook Contacts
Merging to Envelopes
Merging to Labels
Setting Rules for Merges
Lesson Summary
Review Questions

Lesson 5: Using Forms and Macros

Lesson Objectives
Creating Online Forms
Locking the Form
Filling in Forms
Explaining Macros
Recording Macros
Running Macros
Editing Macros
Applying Security for Macros
Assigning Macros to the Quick Access Toolbar
Assigning Macros to Ribbon Buttons
Lesson Summary
Review Questions

Appendices

Appendix A: Courseware Mapping
Appendix B: Glossary of Terms
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