



DEVORE
TECHNOLOGIES



Word 2010 Intermediate

Course description: Use Word 2010 to create more complex documents. Tables, styles and sections are tools to use to control content and add interest to Word files. Additional graphics features like watermarks and SmartArt are another way to include content that's easy to understand.

Prerequisites: Word 2010 Introduction. Experience with the Microsoft Windows operating system, minimizing and maximizing windows, opening, saving and closing files, and creating folders.

Course Length: 6 hours

Create Tables

- Create tables
- Insert/delete/size/move columns and rows
- Work with table tools tabs
- Perform calculations in a table
- Sort in table
- Repeat header rows
- Table properties

Styles

- Apply styles
- Create a new quick style
- Modify/save style for future use

Sections

- Insert section breaks
- Work with sections to create different page layout

Pages

- Insert cover page
- Insert blank page
- Save selection as cover page
- Themes

Quick Parts Gallery/Building Blocks Organizer

- Save content to Quick Parts gallery
- Building Blocks organizer
- Create AutoText entries

Mail Merge

- Work with mail merge wizard
- Create data source or use existing Excel data
- Use mail merge ribbon
- Merge to printer/document

Envelopes/Labels

- Create labels/envelopes using data source
- Create labels without mail merge

Newspaper Columns

- Create columns
- Use column breaks
- Drop Caps

Graphics/Watermarks/Page Borders

- Insert clipart
- Move, size, delete clipart/picture
- Format pictures – picture borders
- Create watermark
- Page Borders/Page Color
- Text boxes
- WordArt

SmartArt

- Insert SmartArt
- Format using SmartArt tools

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