

## ExecuTrain Course Outline

### Word 2010: Advanced

1 Full Day

#### Course Description

This course builds on the skills and concepts taught in Word 2010: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

#### Course Content

##### Unit 1: Using Mail Merge

Topic A: Form letters

Topic B: Data sources for the recipient list

Topic C: Mailing labels and envelopes

##### Unit 2: Objects and backgrounds

Topic A: Inserting content from other applications

Topic B: Changing the document background

##### Unit 3: Using macros

Topic A: Recording and running macros

Topic B: Modifying and deleting macros

##### Unit 4: Working with forms

Topic A: Creating forms

Topic B: Protecting forms

Topic C: Sharing and securing documents

##### Unit 5: Customizing Word

Topic A: Customizing the Ribbon

Topic B: Customizing the Quick Access toolbar

Topic C: Customizing keyboard shortcuts

##### Unit 6: Long documents

Topic A: Master documents

Topic B: Tables of contents and figures

Topic C: Indexes, bibliographies, and other references

Topic D: Bookmarks and cross-references

Topic E: Web frames

##### Unit 7: XML features

Topic A: Working with XM