

Microsoft Word 2010 Level 2

Program Highlights:

Harness the power of Microsoft's powerful word processing program. Create, sort, format, merge and perform calculations in tables. Work with section breaks, columns, WordArt, clip art and themes. Learn to use SmartArt, and formatting functions. Create research papers with footnotes, endnotes, headers and footers, captions and table of figures. Learn about built-in templates, and learn to create your own template. Word Basics or equivalent experience is recommended.

Job Outlook:

Microsoft Certified Professionals can find employment as IT professionals, technology trainers, developers and system architects. Microsoft Office Specialists tap into the full features and functionality of Microsoft Office, resulting in increased job candidate marketability, improved academic performance, and enhanced confidence & productivity in the workplace.

Certification:

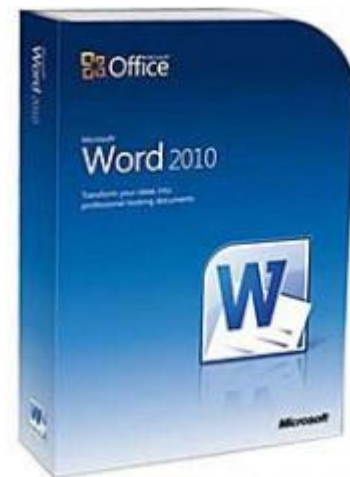
Microsoft Office Specialist (MOS) certifications are the only globally recognized credentials that validate your technical expertise in Microsoft Office Suite.

MOS: Microsoft Word 2010 Exam #881

Next Steps:

Microsoft Word Level 3

To learn more visit LFCCworkforce.com
or call 540-868-7021



Benefits:

- Use templates to standardize everyday tasks
- Format documents for a professional look
- Use tables for calculations

Course Outline

	DESCRIPTION
UNIT 1: Using Mail Merge	<ul style="list-style-type: none">• Form Letters• Data Sources for the Recipient List• Mailing Labels and Envelopes
UNIT 2: Objects and Backgrounds	<ul style="list-style-type: none">• Inserting Content From Other Applications• Changing the Document Background
UNIT 3: Using Macros	<ul style="list-style-type: none">• Recording and Running Macros• Modifying and Deleting Macros
UNIT 4: Working With Forms	<ul style="list-style-type: none">• Creating Forms• Protecting Forms• Sharing and Securing Documents
UNIT 5: Customizing Word	<ul style="list-style-type: none">• Customizing the Ribbon• Customizing the Quick Access Toolbar• Customizing Keyboard Shortcuts
UNIT 6: Long Documents	<ul style="list-style-type: none">• Master Documents• Tables of Contents and Figures• Indexes, Bibliographies, and Other References• Bookmarks and Cross-References• Web Frames
UNIT 7: XML Features	<ul style="list-style-type: none">• Working with XML