

## Microsoft Word 2010 Advanced Course Outline

### Office 2010 Essentials

- Fluent User Interface
- Word Options
- Quick Access Toolbar
- Customize the Ribbon
- Backstage View
- Versions
- Recent Documents
- Print & Preview
- Save & Send

### Section 1 - Styles, Themes and Templates

- Quick Style Gallery
- Applying Quick Styles
- Modifying Styles
- Creating New Styles
- Saving Styles
- Deleting Styles
- Style Sets
- Changing Style Sets
- Adding Removing from the Quick  
Style Gallery
- Style Area and Style Inspector
- Themes
- Customizing and Saving New Themes
- Normal Templates
- Creating and Editing Templates
- Adding Macros
- Adding Footers

### Section 2 - Macros and Forms

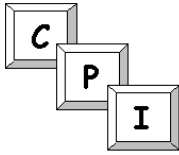
- Recording Macros
- Saving Macro-Enabled Documents
- Running Macros
- Macro Buttons and Shortcuts
- Deleting Macros
- Creating Forms
- Form Fields
- Protecting Forms
- Fill-In Forms

### Section 3 - Tracking Options

- Track Changes Feature
- Balloons
- Reviewing Pane
- Comments
- Show Markup
- Multiple Users
- Accept/Reject All Changes
- Turn off Tracking
- View Documents Side by Side
- Formatting and Editing Restrictions

### Section 4 - References

- Table of Contents
- Footnotes and Endnotes
- Citations and Bibliographies
- Captions
- Table of Figures
- Cross-References
- Creating an Index
- Mark Entries
- Bookmarks
- Hyperlinks
- Table of Authorities



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## Section 5 - Publishing

- Headers and Footers
- Odd and Even Footers
- Cover Pages
- Renumbering Pages
- Watermarks
- Page Borders
- Page Colors
- Blog Posting
- SmartArt, Tables and Pictures

Appendix - PDF and XPS Files

Appendix - Compatibility Mode