

Microsoft Word 2010 Level 2
6 hours 9:00 am – 4:00 pm

- Types of formatting in Word
- Formatting document sections
- Creating and using styles
- Creating templates
- Styles and templates combined
- Mail Merge
- Envelopes and labels
- Word forms
- Document protection
- Word tables
- Track changes

In this course you will review character, paragraph, and page/section formatting. You will learn how to create styles to ensure document consistency and to integrate styles into Word templates. You will explore Mail Merge and learn to manually create envelopes and labels. You will learn how to create forms for data entry and how to protect documents as a whole or sections of a document. You will learn the pros and cons of working with tables in Word and you will work with that track changes feature which allows multiple users to edit and comment a document.