

MICROSOFT WORD 2010 ADVANCED

TABLE OF CONTENTS

Introduction	1
Purpose of these Course Notes	1
Conventions Used	1
Compatibility of Files	3
File Compatibility	3
Styles	7
What are Styles?	7
Applying Styles	8
Defining Styles	9
Managing Styles	11
Printing Style Descriptions	12
Themes	12
Document Outlines	17
What is a Document Outline?	17
When to Use Outlining	17
Outlining a Document	17
Using an Outline	19
Navigation Pane	19
Indices and Tables	21
Tables of Contents	21
Indices	23
Long Documents	27
Introduction	27
Other Long Document Tricks	27
Developer Tab	37
Document Templates	39
Introduction	39
Creating and Using Templates	39
Managing Templates	43
Bookmarks	47
What are Bookmarks?	47
Defining Bookmarks	47
Using Bookmarks	48
Fields	49
What are Fields?	49
Inserting Fields	49

Viewing Field Results or Codes.....	50
Field Keys.....	51
Useful Fields.....	52
Field Instructions (Switches).....	53
Fields For Maths.....	54
IncludeText Field.....	57
Tables.....	59
Sorting.....	59
Forms.....	63
Content Controls.....	63
Create a Form.....	64
Footnotes and Endnotes.....	69
Comments and Changes.....	71
Introduction.....	71
Inserting Comments.....	71
Tracking Changes.....	71
Review Tracked Changes and Comments.....	73
Printing Markup.....	73
Pictures.....	75
Inserting Pictures.....	75
Shapes.....	76
Text Boxes.....	77
SmartArt Graphics.....	78
Artistic Effects.....	80
Remove Background.....	80
Text Effects and WordArt.....	81
Sizing Pictures.....	83
Arranging, Aligning and Distributing Pictures.....	83
Reducing the File Size of a Picture.....	86
Watermarks.....	87
Drop Capital Letters.....	88
Screenshot.....	89
An Introduction to Macros.....	91
What is a Macro?.....	91
Why use Macros?.....	91
Creating a Macro.....	91
Running a Macro.....	93