



## Microsoft® Office Word 2010: Level 2

### Course Overview

This course is designed for persons who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist persons preparing for the Microsoft Office Specialist exams for Microsoft Word 2010. Participant will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

### Course Details

Class Duration	1 day
Course Price	\$200 per student. Special group pricing available.
Course Materials Provided	Student manual

### Prerequisites

Before starting this course, students are recommended to take the following course or have equivalent knowledge:

- Microsoft® Office Word® 2010: Level 1

### Instructor

Your class is only as good as your instructor! In our industry, a very small percentage of people have both excellent teaching skills and technical experience. Pinnacle ProDev LLC hand picks a very limited number of instructors who have both of these abilities, as well as share our teaching philosophy. Generally, we've known these people for several years, and seen firsthand their classroom abilities. You'll quickly find that our instructors have not only great communications skills, but also a genuine interest in helping their participants succeed.

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## Microsoft® Office Word 2010: Level 2 Course Outline

### Lesson 1: Managing Lists

- **Topic 1A:** Sort a List
- **Topic 1B:** Renumber a List
- **Topic 1C:** Customize a List

### Lesson 2: Customizing Tables and Charts

- **Topic 2A:** Sort Table Data
- **Topic 2B:** Control Cell Layout
- **Topic 2C:** Perform Calculations in a Table
- **Topic 2D:** Create Charts

### Lesson 3: Creating Customized Formats with Styles and Themes

- **Topic 3A:** Create or Modify a Text Style
- **Topic 3B:** Create a Custom List or Table Style
- **Topic 3C:** Apply Default and Customized Document Themes

### Lesson 4: Modifying Pictures

- **Topic 4A:** Resize a Picture
- **Topic 4B:** Adjust the Picture Appearance Settings
- **Topic 4C:** Wrap Text Around a Picture
- **Topic 4D:** Insert and Format Screenshots in a Document

### Lesson 5: Creating Customized Graphic Elements

- **Topic 5A:** Create Text Boxes and Pull Quotes
- **Topic 5B:** Draw Shapes
- **Topic 5C:** Add WordArt and Other Special Effects to Text
- **Topic 5D:** Create Complex Illustrations with SmartArt

### Lesson 6: Inserting Content Using Quick Parts

- **Topic 6A:** Insert Building Blocks
- **Topic 6B:** Create Building Blocks
- **Topic 6C:** Modify Building Blocks
- **Topic 6D:** Insert Fields Using Quick Parts

### Lesson 7: Controlling Text Flow

- **Topic 7A:** Control Paragraph Flow
- **Topic 7B:** Insert Section Breaks
- **Topic 7C:** Insert Columns
- **Topic 7D:** Link Text Boxes to Control Text Flow

### Lesson 8: Using Templates to Automate Document Creation

- **Topic 8A:** Create a Document Based on a Template
- **Topic 8B:** Create a Template

### Lesson 9: Automating the Mail Merge

- **Topic 9A:** Use the Mail Merge Feature
- **Topic 9B:** Merge Envelopes and Labels
- **Topic 9C:** Create a Data Source Using Word

### Lesson 10: Using Macros to Automate Tasks

- **Topic 10A:** Automate Tasks Using Macros
- **Topic 10B:** Create a Macro

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