

Course Description

In Microsoft® Word 2010: Part 2, you gained the skills to work with more complex business documents and automate tasks. If you work with lengthy documents, collaborate with others, or create forms, this course will show you how to use Word to efficiently accomplish these tasks. Microsoft Word 2010 enables you to do more than simple word processing. It can be used to collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word 2010 enable you to revise, manage, and secure your business documents.

Technical Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz Pentium®-class processor or faster.
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or another pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen
- Microsoft® Office Professional Edition 2010
- Microsoft® Office Suite Service Pack 1
- Microsoft® Windows® 7 Professional with Service Pack 1

- Email client (optional) to demonstrate Lesson 1, Topic B, “Sending a Document as an Attachment,” and Lesson 2, Topic D, “Inserting Hyperlinks.”

Course Content

Lesson 1: Collaborating on Documents

- Topic A: Modify User Information
- Topic B: Share a Document
- Topic C: Compare Document Changes
- Topic D: Review a Document
- Topic E: Merge Document Changes
- Topic F: Review Tracked Changes

Lesson 2: Adding Reference Marks and Notes

- Topic A: Add Captions
- Topic B: Add Cross-References
- Topic C: Add Bookmarks
- Topic D: Add Hyperlinks
- Topic E: Insert Footnotes and Endnotes
- Topic F: Add Citations and a Bibliography

Lesson 3: Simplifying and Managing Long Documents

- Topic A: Insert Blank and Cover Pages
- Topic B: Insert an Index
- Topic C: Insert a Table of Contents
- Topic D: Insert an Ancillary Table
- Topic E: Manage Outlines
- Topic F: Create a Master Document

Lesson 4: Securing a Document

- Topic A: Suppress Information
- Topic B: Set Formatting and Editing Restrictions

- Topic C: Add a Digital Signature to a Document
- Topic D: Restrict Document Access

Lesson 5: Forms

- Topic A: Create Forms
- Topic B: Manipulate Form

How to Register for the Course

If you would like to register, receive a quotation or query anything, please either contact us via our website - <http://www.velisaafrica.co.za/contact/> or send an email to info@velisaafrica.co.za or phone us at 0861716150 and we will assist you.

Please enquire if you wish to arrange courses in your own environment. The minimum class size is ten (10).