



Microsoft Word 2010 / 2007 for Advanced Users

Course Duration:

7 Hours / 1 Day

1 Paragraph Formatting

- Using the Widow/Orphan control
- Using 'Keep lines together'
- Using the 'keep with next' option
- Using 'page break before'
- Applying and modifying multilevel list formatting

2 Sections

- What are section breaks?
- Inserting 'next page' section breaks
- Inserting 'odd page' section breaks
- Deleting section breaks

3 Styles

- Applying styles
- Types of styles
- Creating a paragraph style
- Creating a character style
- Modifying a style
- Enabling automatic style updating
- Deleting a style

4 AutoCorrect

- Creating, modifying and deleting an AutoCorrect entry

5 Building Blocks (formerly called AutoText)

- Creating and inserting

Building Block items

- Modifying a Building Block (AutoText) item
- Deleting a Building Block (AutoText) item

6 Captions

- Manually adding a caption to an object
- Adding and removing caption labels
- Changing the caption number formatting

7 Footnotes and Endnotes

- Inserting footnotes
- Editing and formatting footnotes
- Inserting endnotes
- Editing and formatting endnotes

8 Bookmarks

- Adding a bookmark
- Deleting a bookmark

9 Tables of Contents & Indexes

- Creating a table of contents
- Updating a table of contents
- Creating and updating a table of figures
- Marking an index entry
- Marking an index sub-entry
- Compiling and updating an index

10 Master Documents

- What are Master Documents?
- Creating a new master document by creating sub-documents from headings
- Inserting sub-documents into a master document
- Unlinking or removing a sub-document from a master document

- Using text outline options

11 Tracking and Comments

- Tracking changes
- Accepting or rejecting changes
- Inserting comments
- Deleting comments
- Showing or hiding comments

12 Comparing and Combining Documents

- Comparing documents
- Combining revisions from multiple authors

13 Macros

- Macro to change page set-up
- Assigning a macro to a button on a toolbar

14 Mail Merging

- What is mail merging?
- Starting the Mail Merge Wizard
- Mail Merge Wizard - Step 1 of 6 'Select document type'
- Mail Merge Wizard - Step 2 of 6 'Select Starting document'
- Mail Merge Wizard - Step 3 of 6 'Select recipients'
- Mail Merge Wizard - Step 4 of 6 'Write your letter'
- Mail Merge Wizard - Step 5 of 6 'Preview your letters'
- Mail Merge Wizard - Step 6 of 6 Printing Options
- Merging a mailing list to produce labels
- Ask fields and bookmarks
- Inserting Ask fields

15 Passwords & Editing Restrictions

- Adding 'opening' password document protection
- Adding 'No Modifications'

- document password protection
- Allowing only tracked changes or comments



Microsoft Word 2010 / 2007 for Advanced Users

上課時數:

7 小時 / 1 日

1 段落格式

- 段落遺留字串控制
- 防止在段落中間分頁
- 防止在段落之間分頁
- 指定段落前分頁
- 多層次清單式

2 分節

- 什麼是分節？
- 插入分節符號
- 可以插入的分節符號類型
- 刪除分節符號

3 樣式

- 使用樣式
- 樣式類型
- 建立段落樣式
- 建立字元樣式
- 修改樣式
- 啓動自動更新
- 刪除樣式

4 自動校正

- 建立、更新及刪除自動校正

5 快速組件

- 儲存選取項目及使用快速組件庫
- 修改快速組件
- 刪除快速組件
- 加入標號
- 刪除標號
- 更改標號

6 註腳及章節註腳

- 插入註腳
- 修改及格式註解
- 插入章節附註
- 修改及格式章節附註

7 書籤

- 加入書籤
- 刪除書籤

8 目錄

- 建立目錄
- 更新目錄
- 建立及更新圖表目錄
- 標記索引
- 標記次要索引
- 插入及更新索引目錄

9 主控文件

- 什麼是主控文件？
- 使用標題建立主文件及子文件
- 在主文件插入子文件
- 移除子文件或子文件連結
- 使用文字大綱選項

10 追縱修訂及註解

- 追縱修訂
- 接受及拒絕修訂
- 插入註解
- 刪除註解
- 顯示或隱藏註解

11 比較及合併文件

- 比較文件
- 合併多個作者的修改

12 巨集

- 以巨集修改版面設定
- 在工具列的按鈕上設定巨集

13 合併列印

- 什麼是合併列印？
- 啓動合併列印精靈
- 逐步合併列印精靈
- 合併列印到標籤

- 詢問及書籤
- 插入詢問欄位

14 密碼及修改限制

- 加入開啓密碼
- 加入防寫密碼
- 只允許追縱修訂及註解