



Practical Microsoft Word 2010 / 2007 for Business Executives

Course Duration:

7 Hours / 1 Day

1 Setting Up the Document:

Margins, Page Breaks, and More

- Choosing Paper Size and Layout
- Setting Document Margins
- Adding Page Background Features
- Adding Headers and Footers
- Working with Multiple Columns
- Line Numbers
- Hyphenation

2 Planning with Outlines

- Switching to Outline View
- Promoting and Demoting Headings
- Moving Outline Items
- Showing Parts of Your Outline

3 Working with Long Documents

- Navigating a Large Document
- Understanding Sections
- Creating a Table of Contents
- Creating an Index
- Navigating with Hyperlinks
- Cross-Referencing Your Document
- Cross-Referencing Figures
- Creating Footnotes and Endnotes
- Inserting Citations and Creating a Bibliography
- Working with a Master Document

4 Organizing Your Information with Tables

- Creating Tables
- Moving Around a Table
- Selecting Parts of a Table

- Merging and Splitting Cells
- Adjusting Column Width and Row Height
- Formatting Tables
- Doing Math in Tables

5 Adding Graphics, Video, and Sound to Your Documents

- Drop Caps, Text Boxes, and WordArt
- Working with Pictures and Clip Art
- Working with SmartArt
- Working with Shapes
- Inserting Charts and Graphs
- Inserting Sound, Video, and Other Objects
- Adding Captions and Figure Numbers to Graphics

6 Customizing Your Workspace

- Customizing the Quick Access Toolbar
- Creating Keyboard Shortcuts
- Personalizing Word Options
- Changing Word's Display
- Customizing the Save Documents Settings
- Changing Editing Options

7 Themes and Templates

- Choosing a Theme
- Choosing a Template

8 Creating Your Own Themes and Templates

- Designing Your Own Themes
- Designing Document Templates
- Using Global Templates