

**Course:****Word 2010: Advanced, First Look Edition**

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**Course Details****Course Number:** 1-4260-1972-6**Category:** Business & Office Applications**Duration:** 1.00 day**Description**

This ILT Series course builds on the skills and concepts taught in Word 2010: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

**Outline****Unit 1: Using Mail Merge**

- Topic A: Form letters
- Topic B: Data sources for the recipient list
- Topic C: Mailing labels and envelopes

**Unit 2: Objects and backgrounds**

- Topic A: Inserting content from other applications
- Topic B: Changing the document background

**Unit 3: Working with forms**

- Topic A: Creating forms
- Topic B: Protecting forms
- Topic C: Sharing and securing documents

**Unit 4: Using macros**

- Topic A: Recording and running macros
- Topic B: Modifying and deleting macros

**Unit 5: Customizing Word**

- Topic A: Customizing the Ribbon
- Topic B: Customizing the Quick Access toolbar
- Topic C: Customizing keyboard shortcuts

**Unit 6: Long documents**

- Topic A: Master documents
- Topic B: Tables of contents and figures
- Topic C: Indexes, bibliographies, and other references
- Topic D: Bookmarks and cross-references
- Topic E: Web frames

**Unit 7: XML features**

- Topic A: Working with XML

Please note that this content is meant to be a guideline.

Class material is subject to change and may be presented in a slightly different format than listed.