



Microsoft®

Word 2010

Expert Certification

Courseware 3241-1

Exam 77-887

Course Description

Microsoft® Word 2010 Expert teaches the information worker how to use a variety of intermediate and advanced features to create and format business documents such as online forms, personalized mailings, or cite reference sources. Some topics will review core skill sets and are then discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Word 2010 Expert Exam #77-887.

Course Series

This *Microsoft Word 2010 Expert* courseware is one of nine courses in CCI's Microsoft Office Specialist 2010 series. Other courses available in the series include:

- Word 2010 Core
- Excel 2010 Core
- Access 2010
- PowerPoint 2010
- Outlook 2010
- SharePoint 2010
- Word 2010 Expert
- Excel 2010 Expert

Instructor Resources are available and are produced specifically to help and assist an instructor in preparing to deliver the course using the CCI materials. Contact your coordinator or administrator, or call your CCI Account Manager for information on how to access these resources.

Course Prerequisites

This course is designed for students who are familiar with core skills to create, edit, and format documents. The course assumes that students have completed the *Microsoft Word 2010 Core* course or have equivalent working knowledge and experience.

- | | |
|---|--|
| <input type="checkbox"/> Access commands and features | <input type="checkbox"/> Proof your documents for spelling or grammar errors, as well as recognize contextual errors |
| <input type="checkbox"/> Save, open, close or switch between documents | <input type="checkbox"/> Create, enter text into, and then format a table |
| <input type="checkbox"/> Select text to perform editing tasks such as copy and paste, or find and replace | <input type="checkbox"/> Insert, format, or arrange pictures, shapes, text boxes, WordArt, or SmartArt illustrations |
| <input type="checkbox"/> Apply simple formatting to characters and paragraphs | <input type="checkbox"/> Use documents to merge information for mass mailings |
| <input type="checkbox"/> Set tabs or indents to align text in columns | <input type="checkbox"/> Use QuickParts |
| <input type="checkbox"/> Apply bullets or numbers to lists | <input type="checkbox"/> Protect your document |
| <input type="checkbox"/> Apply page formatting | |
| <input type="checkbox"/> Apply headers or footers to a document | |

Course Objectives

This course book teaches the skills you will need to successfully complete the Word 2010 Expert exam. These skill sets are introduced using a fictional company named Tolano Adventures, a travel service that is a department within Tolano Environmental Consulting. Tolano Adventures offers tours to the public that are friendly to the environment.

You will use Word to create a variety of business documents, including online forms, financial reports, templates, reference material, and newsletters. You will also look at how you can use tools to manipulate or automate tasks, as well as how to set option for working in Word.

After completing this course, you will be able to:

- Customize your working environment using Word Options
- Create a document from a template and create a new template
- Restrict access to parts of or the entire document
- Turn Protected View on or off
- Apply, create, modify, or delete styles
- Create Quick Parts
- Access the Building Blocks Organizer
- Set up formulas in tables
- Set up options to review documents
- Compare or combine multiple documents
- Accept or reject tracked changes
- Insert citation sources
- Insert captions
- Manage your reference sources
- Generate a table of figures
- Generate a table of authorities
- Mark entries for an index
- Generate an index
- Review how the merge process works
- Merge envelopes and labels
- Set rules for merging
- Create online forms using content controls and legacy tools
- Create, edit, and delete a macro
- Assign a keyboard shortcut to a macro
- Assign a macro to the Quick Access toolbar or a button on a Ribbon tab

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Sharing and Maintaining Documents

Lesson Objectives
Changing Word Options
 Changing the Proofing Tools
Working with Templates
 Managing Templates
 Restricting Document Access
 Using Protected View
Lesson Summary
Review Questions

Lesson 2: Formatting Content

Lesson Objectives
Formatting with Styles
 Using Quick Styles
 Creating Styles
Using Quick Parts
Working with Tables
 Inserting Formulas
Working with Charts
 Adding Chart Elements
 Saving a Chart as a Template
Working with Text Boxes
 Linking Text Boxes
Lesson Summary
Review Questions

Lesson 3: Tracking and Reviewing Documents

Lesson Objectives
Reviewing Documents
 Setting Tracking Options
 Tracking Changes
 Reviewing a Document from Others
 Comparing or Combining Documents
Referencing Information Sources
 Inserting Citation Sources
 Working with Captions
 Listing Your Sources
 Inserting a Bibliography
 Managing Your Sources
 Using Cross References
Creating an Index
 Marking Index Entries
 Generating an Index
 Updating and Editing an Index
Lesson Summary
Review Questions

Lesson 4: Merging Documents

Lesson Objectives
Merging with Forms
 Merging with Outlook Contacts
 Merging to Envelopes
 Merging to Labels
 Setting Rules for Merges
Lesson Summary
Review Questions

Lesson 5: Using Forms and Macros

Lesson Objectives
Creating Online Forms
 Locking the Form
 Filling in Forms
Explaining Macros
 Recording Macros
 Running Macros
 Editing Macros
 Applying Security for Macros
 Assigning Macros to the Quick Access Toolbar
 Assigning Macros to Ribbon Buttons
Lesson Summary
Review Questions

Appendices

Appendix A: Courseware Mapping
Appendix B: Glossary of Terms
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