



Word 2010 Level 2 Course Content

Guelph, ON
N1H 6H1
Canada

519.830.6901
info@rcctraining.ca
rcctraining.ca

Course Objectives:

- Create and modify tables to organize data and enhance appearance.
- Use the Mail Merge task pane with different data sources and main documents to create form letters, envelopes, and mailing labels.
- Use styles to create consistently formatted documents and to facilitate changing paragraph and character formatting.
- Create and insert Quick Parts to reuse data and content and create documents with consistent standards.
- Use existing templates to provide consistent document editing and formatting, and create custom form templates.

This course is for students who want to enhance their skills working with Microsoft Office Word documents.

Course Content:

Creating and Managing Tables

Creating Tables
Modifying and Formatting Tables

Using Mail Merge

Mail Merge Overview
Form Letters
Data Sources
Envelopes and Mailing Labels

Managing Styles

Styles Overview
Applying and Modifying Styles
Creating and Copying Styles

Reusing Data and Content

Quick Parts Overview
Working with Document Properties
Working with Building Blocks

Working with Templates and Forms

Using Templates
Creating Templates
Working with Forms