



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Word 2010: Level 2

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft® Office Specialist (MOS): Microsoft® Office Word 2010 — **Exam:** 77–881

Course Description

You will create complex documents and build personalized efficiency tools using Microsoft® Office Word 2010.

Target Audience

This course is intended for:

- This course is designed for persons who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools.
- Individuals preparing for the Microsoft Office Specialist exams for Microsoft Word 2010.

Prerequisites

To attend this course, candidates must have:

- Experience in the use of Microsoft® Word 2010 to create, edit, format, save, and print basic business documents containing text, tables, and graphics.
- The level of skill obtained by taking the following Logical Operations course:
 - Microsoft® Office Word 2010: Level 1



Exam Details

Exam Code:	• 77-881
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice and Multi-Response

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Manage lists.
- Customize tables and charts.
- Customize the formatting of a document using styles and themes.
- Modify pictures in a document.
- Create customized graphic elements.
- Insert content using quick parts.
- Control text flow.
- Use templates to automate document creation.
- Use the mail merge function.
- Use macros to automate common tasks.

Course Topics

Module 1: Managing Lists

- Sort a List
- Renumber a List
- Customize a List

Module 2: Customizing Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create Charts



Course Topics *Continued*

Module 3: Creating Customized Formats with Styles and Themes

- Create or Modify a Text Style
- Create a Custom List or Table Style
- Apply Default and Customized Document Themes

Module 4: Modifying Pictures

- Resize a Picture
- Adjust the Picture Appearance Settings
- Wrap Text Around a Picture
- Insert and Format Screenshots in a Document

Module 5: Creating Customized Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Special Effects to Text
- Create Complex Illustrations with SmartArt

Module 6: Inserting Content Using Quick Parts

- Insert Building Blocks
- Create Building Blocks
- Modify Building Blocks
- Insert Fields Using Quick Parts

Module 7: Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Module 8: Using Templates to Automate Document Creation

- Create a Document Based on a Template
- Create a Template

Module 9: Automating the Mail Merge

- Use the Mail Merge Feature
- Merge Envelopes and Labels
- Create a Data Source Using Word

Module 10: Using Macros to Automate Tasks

- Automate Tasks Using Macros
- Create a Macro

ACTIVITIES INCLUDED

