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# Erasmus+ Project

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**Vocational Training for Undergraduate University Students and Teachers in  
Jordan (VTC)**

## Advanced Microsoft Word

Eyad Ali Ahmed  
Al albayt University

**Build Exactly the Skills You Need!**

*Step by Step Courseware Series:*

**Learn Microsoft® Word 2010  
Step by Step, Advanced level**

with training materials from  
*Step by Step Courseware*



# Getting Started

- Introductions
- Course materials
- Microsoft Learning
- Microsoft Certification Program



# Facilities

- Class hours
- Building hours
- Parking
- Restrooms
- Meals
- Phones
- Messages
- Smoking
- Garbage
- Recycling

# About This Course

- Overview
- Prerequisites
- Course outline
- Computer setup



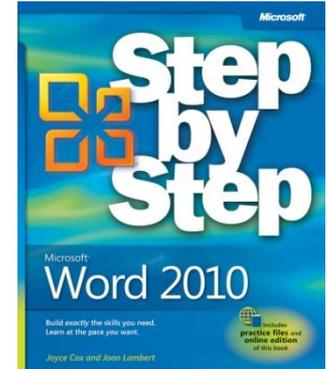
# Source

## *Microsoft® Word 2010 Step by Step*

By Joyce Cox and Joan Lambert (ISBN 978-0-7356-2693-5)

### **The smart way to learn Microsoft Word 2010—one step at a time!**

Experience learning made easy—and quickly teach yourself how to create professional-looking documents with Word 2010. With *Step by Step*, you set the pace—building and practicing the skills you need, just when you need them!



### **You will learn how to:**

- Format text and apply themes for a polished look
- Work with pictures, graphics, and text effects
- Organize data with tables, charts, and SmartArt® diagrams
- Add hyperlinks, cross-references, indexes, and other features
- Create personalized mailings, blog posts, and Web pages
- Collaborate on documents and manage changes

### **Your all-in-one learning experience includes:**

- All the course practice files—ready to download and put to work. See "Using the Practice Files" at the beginning of the accompanying eBook.
- Fully searchable eBook—providing teaching support and thorough, step-by-step procedures for easy learning and ongoing reference.



# Course Overview

- Explore More Text Techniques
- Use Reference Tools for Longer Documents
- Work with Mail Merge
- Collaborate on Documents
- Work in Word More Efficiently



MODULE

**1**

# EXPLORE MORE TEXT TECHNIQUES

OVERVIEW

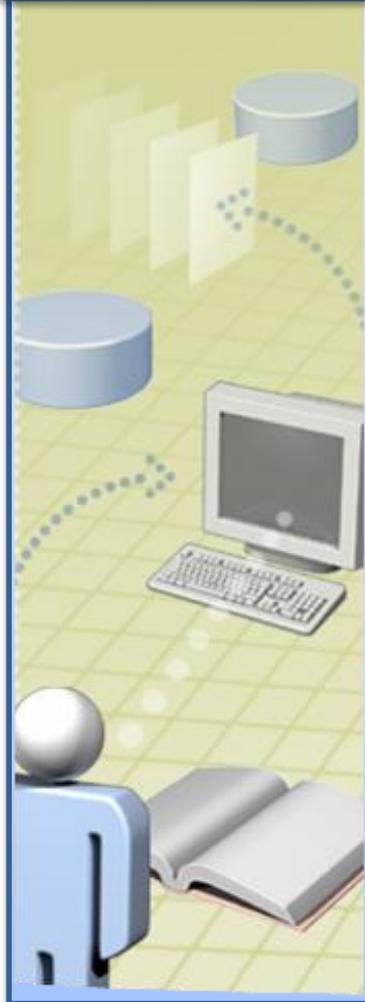
OBJECTIVES

In this module, you will learn how to:

- Add hyperlinks
- Insert fields
- Add bookmarks and cross-references

# Adding Hyperlinks

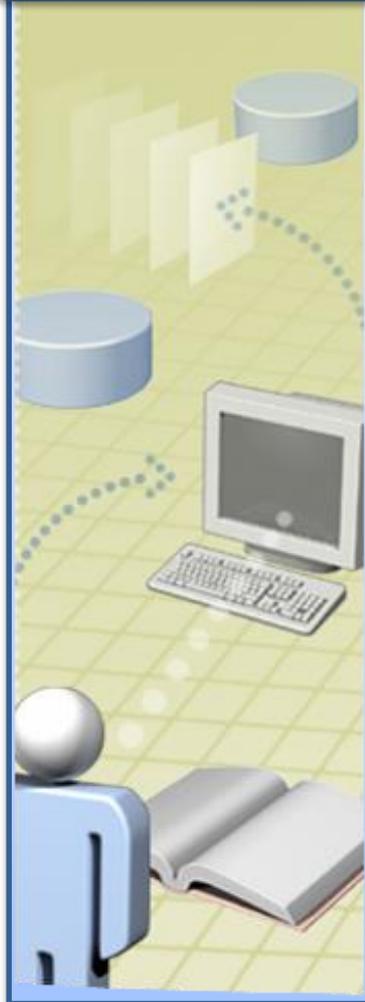
- Possible target
  - File
  - Web page
  - Place in current document
  - New document
  - E-mail message window



- Insert hyperlinks to a document and an e-mail message, page 310

# Inserting Fields

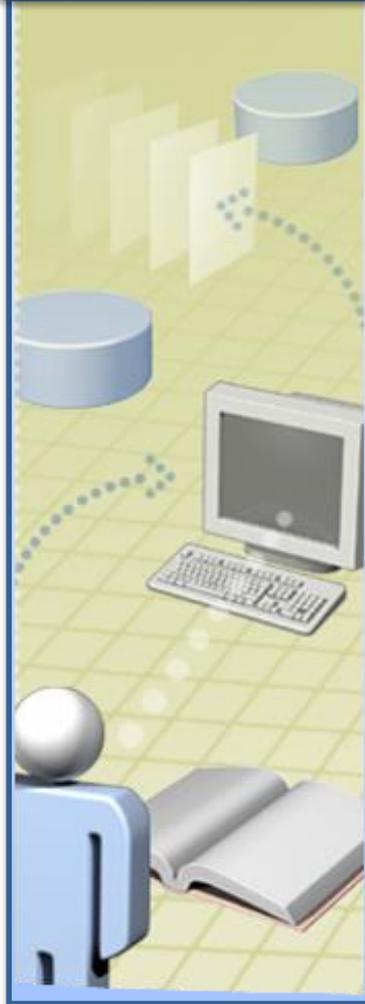
- Why use fields?
- Syntax
  - Curly braces
  - Field name
  - Parameters
  - Switches
- Date/time fields
- Property fields



- Insert and update fields in a document's footer, page 318

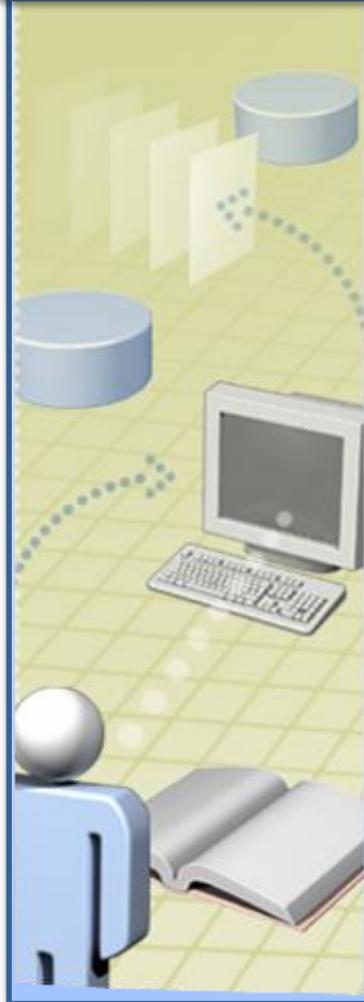
# Adding Bookmarks and Cross-References

- **Bookmarks**
  - Places to return to
- **Cross-references**
  - Automatic pointers to headings, figures, tables
  - Custom pointers



- Insert a bookmark and a cross-reference, page 322

# Exercise Review



| Page    | Description   |
|---------|---|
| 310-315 | Insert hyperlinks to a document and an e-mail message |
| 318-321 | Insert and update fields in a document's footer       |
| 322-327 | Insert a bookmark and a cross-reference               |

# EXPLORE MORE TEXT TECHNIQUES

- ✓ Documents can contain hyperlinks to Web pages, files, or e-mail addresses.
- ✓ Use fields to tell Word to supply the specified information or perform the specified action in the specified way.
- ✓ Flagging information with a bookmark makes it easy to look up the information later.
- ✓ Using Word to insert cross-references makes them easier to maintain.

MODULE

**2**

# USE REFERENCE TOOLS FOR LONGER DOCUMENTS

OVERVIEW

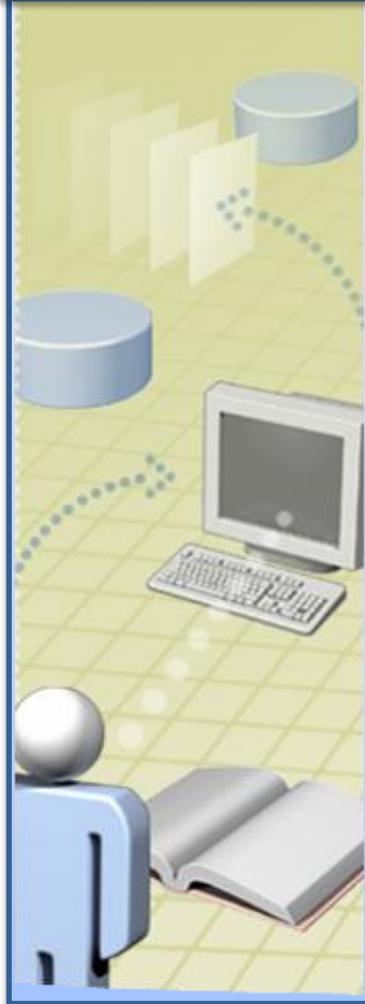
OBJECTIVES

In this module, you will learn how to:

- Create and modify tables of contents
- Create and modify indexes
- Add sources and compile bibliographies

# Creating and Modifying Tables of Contents

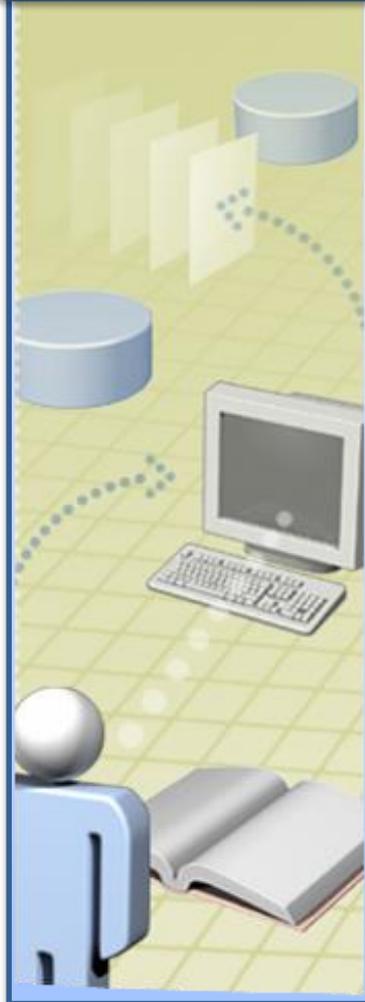
- Heading styles
- TOC styles
- Inserting
- Updating



- Create, modify, and update a table of contents, page 333

# Creating and Modifying Indexes

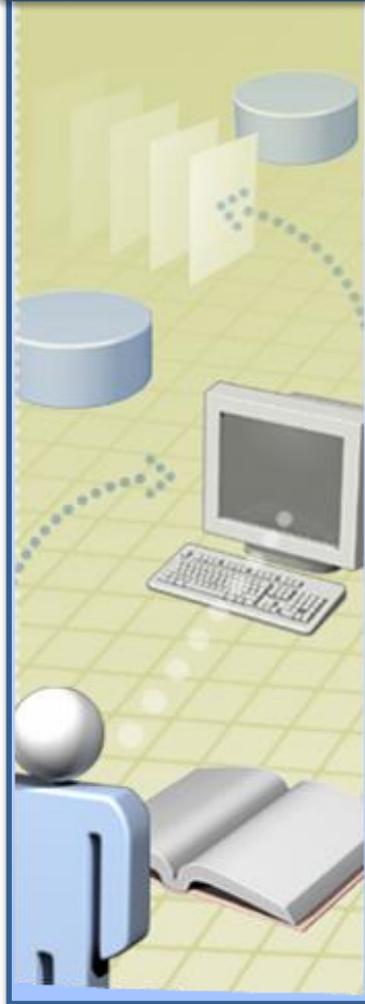
- **Marking entries**
  - Index entries
  - Subentries
  - Cross-reference entries
- **Compiling**
- **Updating**



- Mark index entries, and create an index, page 342

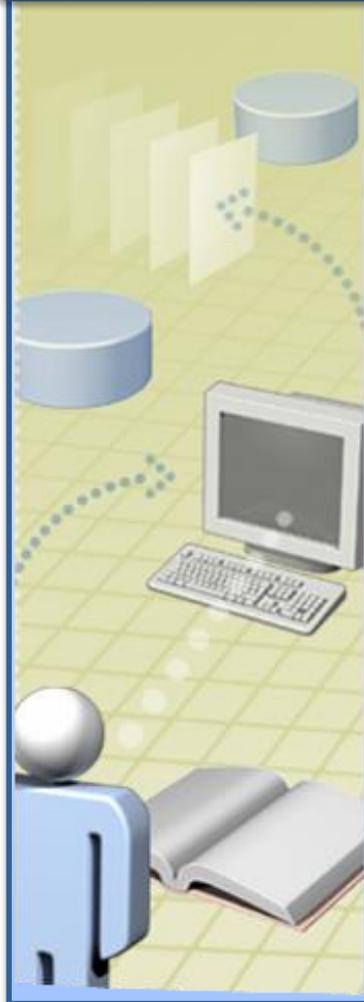
# Adding Sources and Compiling Bibliographies

- Bibliography styles
- Source Manager
  - Master List
  - Current List
- Inserting citations
  - From Source Manager
  - Manually
- Compiling
- Updating



- Enter sources, insert citations, and compile a bibliography, page 348

# Exercise Review



| Page    | Description   |
|---------|---|
| 333-337 | Create, modify, and update a table of contents              |
| 342-346 | Mark index entries, and create an index                     |
| 348-353 | Enter sources, insert citations, and compile a bibliography |

# USE REFERENCE TOOLS FOR LONGER DOCUMENTS

- ✓ Providing a table of contents gives readers an overview of the topics covered in a document and lets them navigate quickly to a topic.
- ✓ After marking index entries for key concepts, words, and phrases, use the Insert Index command to tell Word to compile the index.
- ✓ Word can keep track of sources and compile a bibliography of cited sources based on the style of your choosing.

MODULE

# 3

# WORK WITH MAIL MERGE

OVERVIEW

OBJECTIVES

In this module, you will learn how to:

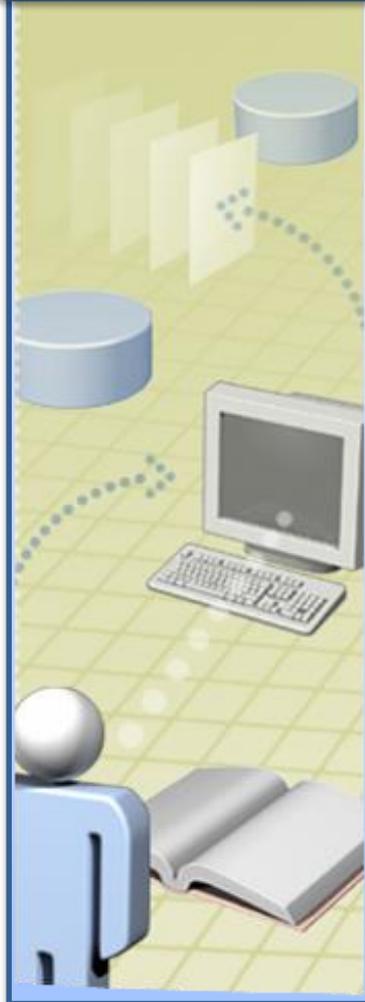
- Understand mail merge
- Prepare data sources
- Prepare main documents
- Merge main documents and data sources
- Send personalized e-mail messages to multiple recipients
- Create and print labels

# Understanding Mail Merge

- Main document
- Data source
- Mail Merge wizard

# Preparing Data Sources

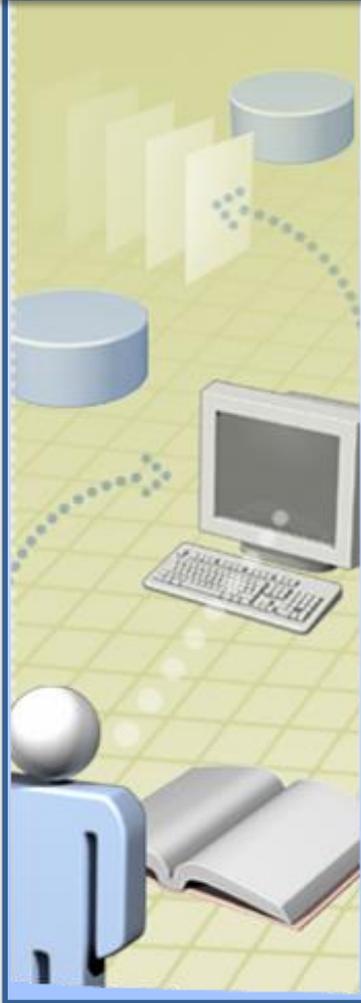
- **Structured data**
  - Rows/records
  - Columns/fields
  - Column headings/field names
- **Excluding records**
  - Clearing check boxes
  - Filtering
- **Sorting**



- Specify and prepare the data source, page 358

# Preparing Main Documents

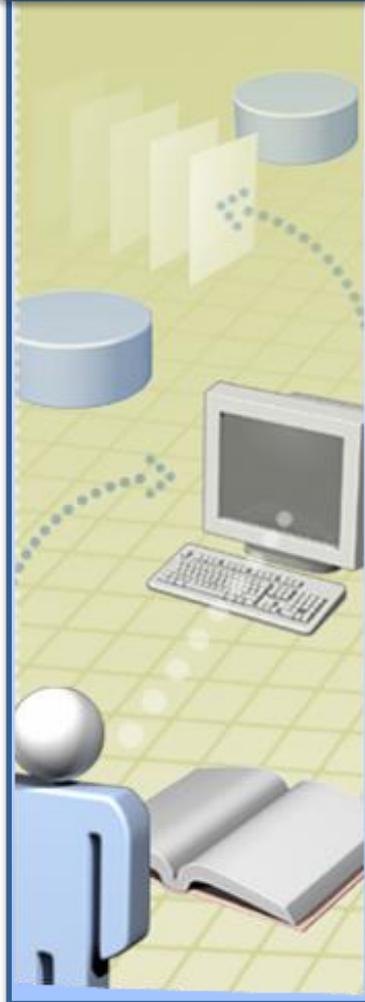
- Merge fields
- Chevrons
- Composite merge fields
  - Address block
  - Greeting line
- Single merge fields



- Add merge fields to a form letter, page 364

# Merging Main Documents and Data Sources

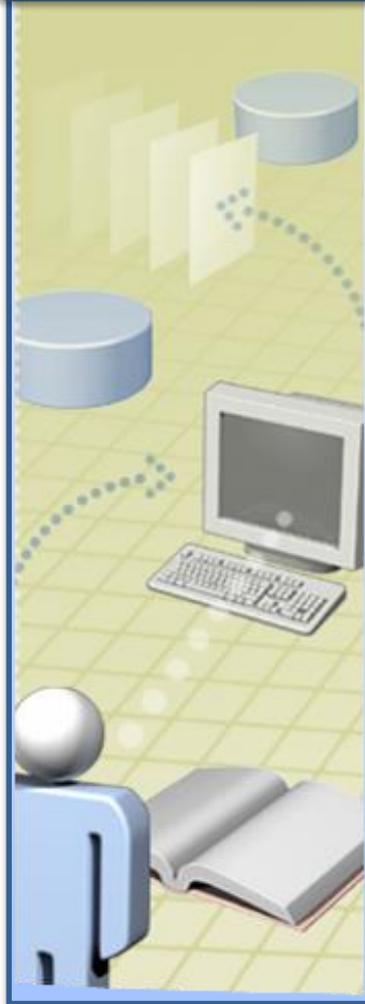
- Previewing
- Excluding records
- Merging to printer
- Merging to document



- Preview and merge to a document, page 368

# Sending Personalized E-Mail Messages to Multiple Recipients

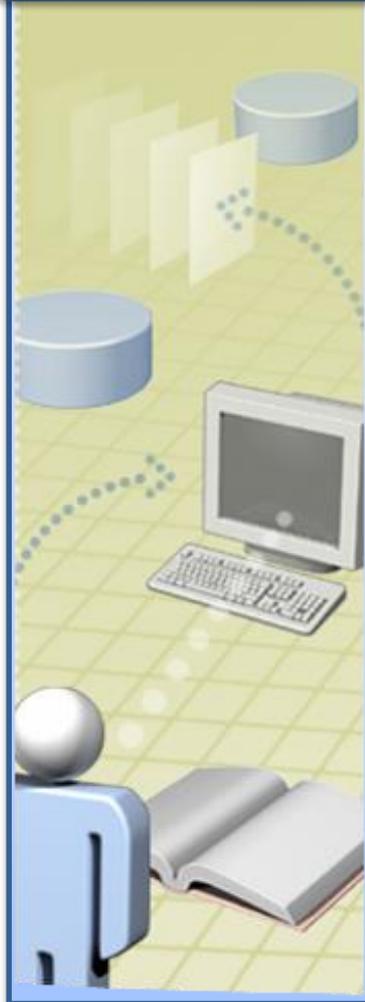
- Form message
- Data source with e-mail addresses
- Merge fields
- Custom greeting line



- Merge a form message and new data source, page 371

# Creating and Printing Labels

- Label brand/style
- Label sheets
- Table with merge fields in cells
- Merge to printer
- Merge to document



- Set up and merge mailing labels, page 374

# Exercise Review



| Page    | Description                              |
|---------|--|
| 358-362 | Specify and prepare the data source      |
| 364-367 | Add merge fields to a form letter        |
| 368-369 | Preview and merge to a document          |
| 371-374 | Merge a form message and new data source |
| 374-377 | Set up and merge mailing labels          |

# WORK WITH MAIL MERGE

- ✓ The mail merge process combines static information in a main document with variable information in a data source.
- ✓ The main document can be a letter, e-mail message, envelope or label template, or a directory or catalog.
- ✓ The data source is organized into sets of information, called *records*, with each record containing the same items, called *fields*.
- ✓ Insert placeholders called *merge fields* into the main document to tell Word where to merge items from the data source.
- ✓ Filter and exclude data source records to merge only those you need. Then send the results to your printer or to a new document.

MODULE

# 4

# COLLABORATE ON DOCUMENTS

OVERVIEW

OBJECTIVES

In this module, you will learn how to:

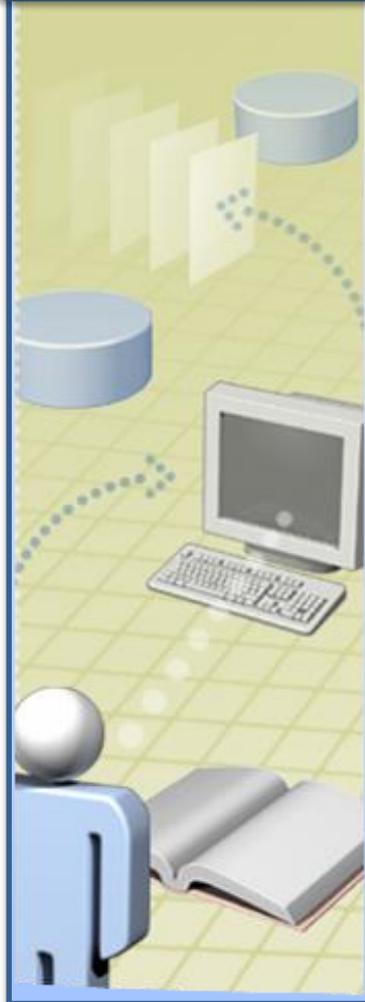
- Coauthor documents
- Send documents directly from Word
- Add and review comments
- Track and manage document changes
- Compare and merge documents
- Password-protect documents
- Control changes

# Coauthoring Documents

- Options
  - Microsoft SharePoint 2010 site
  - Server-based Word 2010 Web App
  - Windows Live SkyDrive space
  - Word 2010 Mobile App for smartphones
- Save to SharePoint/Save to Web commands

# Sending Documents Directly from Word

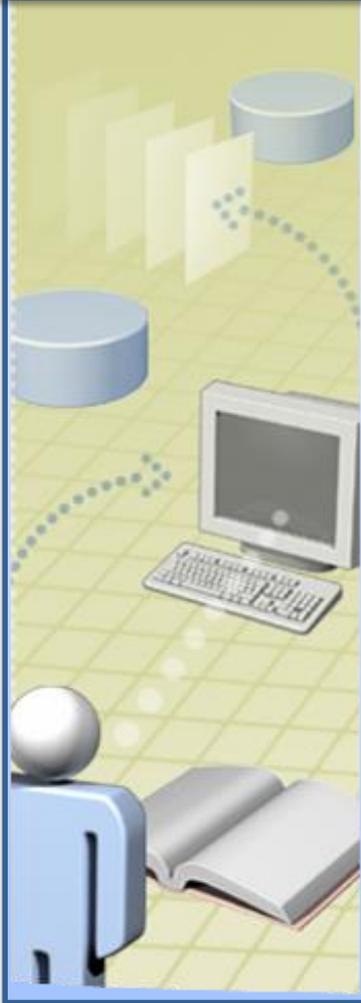
- Sending via e-mail
  - .docx format
  - .pdf format
  - .xps format
- Sending via fax



- Attach documents to an e-mail message, page 382

# Adding and Reviewing Comments

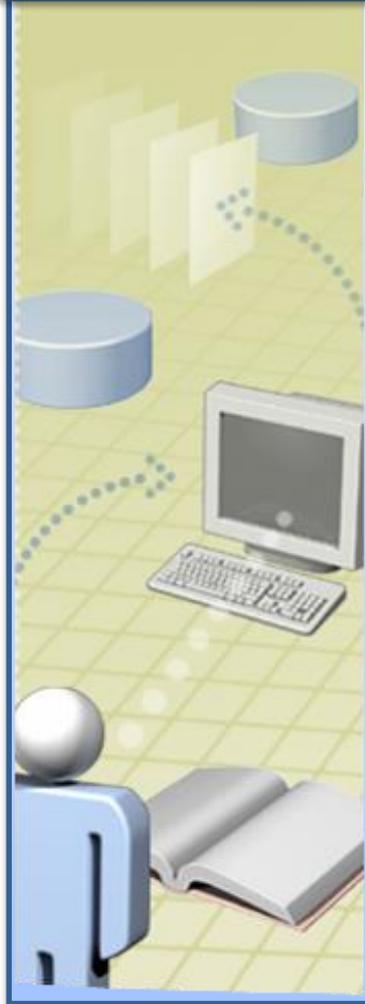
- Reviewing
  - Next button/Previous buttons
  - Reviewing Pane
- Adding
- Editing/deleting
- Responding
- Hiding/showing



- Review, add, delete, and hide comments, page 386

# Tracking and Managing Document Changes

- Track Changes
  - Revisions
  - Comment balloons
- Displaying/hiding changes
- Displaying/hiding reviewers
- Accepting/rejecting changes
  - One by one
  - All changes in selection
  - All changes shown
  - All changes in document

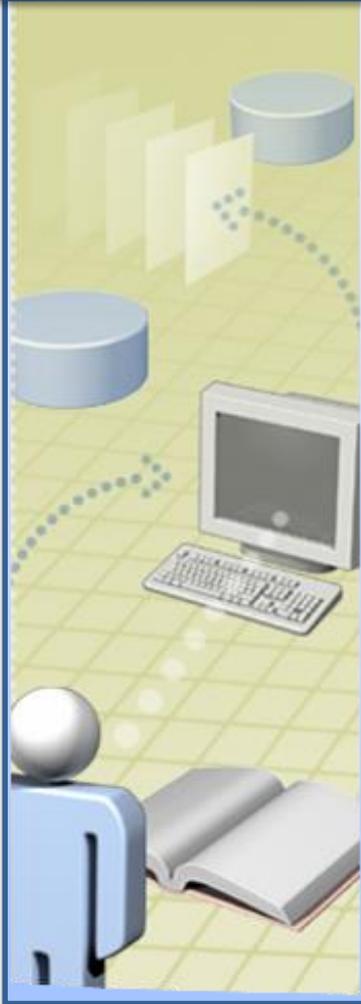


- Track changes in a document; then accept and reject changes, page 390

# Comparing and Merging Documents

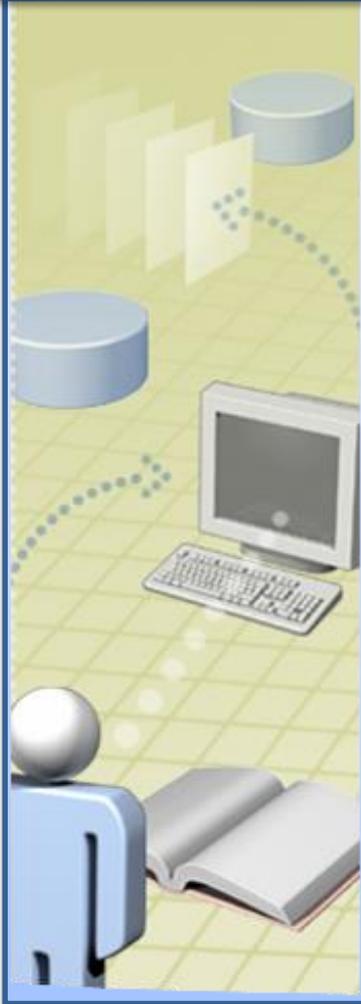
- Multiple versions of same document
- Combining
  - Only two documents at a time
  - Into original document
  - Into revised document
  - Into new document
- Comparing

- Merge versions of a document, page 393



# Password-Protecting Documents

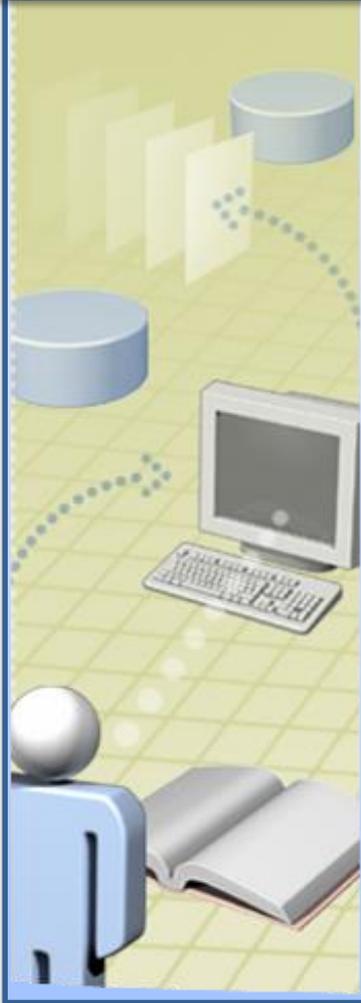
- Unencrypted password
  - Password to open
  - Password to modify
  - Read-Only Recommended
- Encrypted password



- Set an unencrypted and an encrypted password, page 396

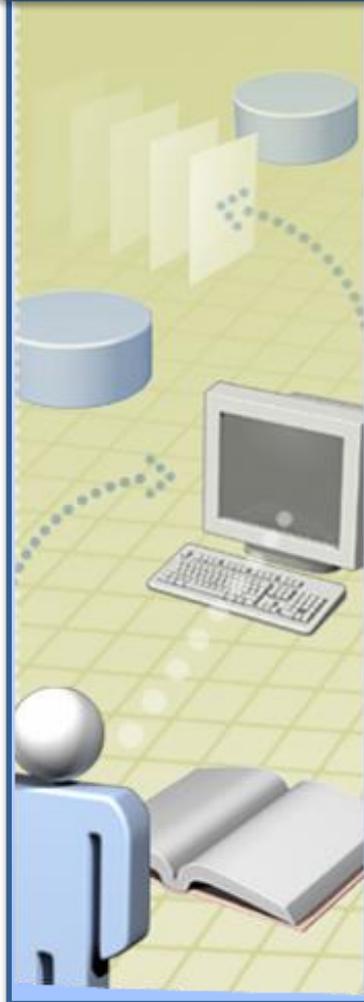
# Controlling Changes

- **Formatting restrictions**
  - Allowed styles
  - AutoFormat
  - Themes/schemes
  - Style sets
- **Editing restrictions**
  - No changes
  - Track Changes
  - Comments
  - Forms
- **Password to change**



- Impose editing and formatting restrictions, page 401

# Exercise Review



| Page    | Description   |
|---------|---|
| 382-384 | Attach documents to an e-mail message                       |
| 386-388 | Review, add, delete, and hide comments                      |
| 390-393 | Track changes in a document; then accept and reject changes |
| 393-395 | Merge versions of a document                                |
| 396-399 | Set an unencrypted and an encrypted password                |
| 401-403 | Impose editing and formatting restrictions                  |

# COLLABORATE ON DOCUMENTS

- ✓ If you send a document for review via e-mail, you can merge the changes in the reviewed versions into one document.
- ✓ Insert comments in a document to ask questions or explain suggested edits.
- ✓ When you collaborate on a document, use Track Changes to record revisions without losing the original text.
- ✓ If only specific people should work on a document, protect it with a password. You can also restrict what people can do to the document.

MODULE

5

OVERVIEW

# WORK IN WORD MORE EFFICIENTLY

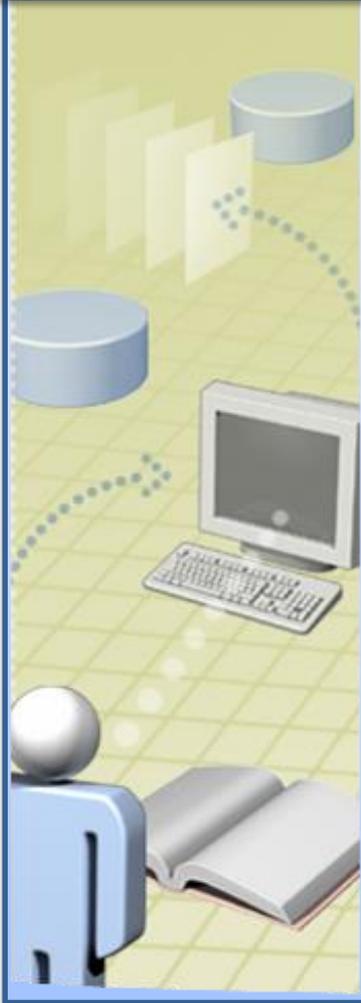
OBJECTIVES

In this module, you will learn how to:

- Work with styles and templates
- Change default program options
- Customize the ribbon
- Customize the Quick Access Toolbar

# Working with Styles and Templates

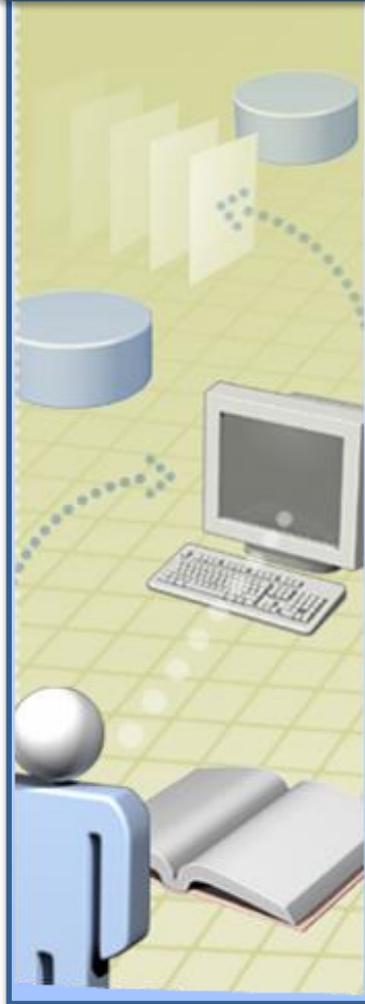
- **Templates**
  - Normal template
  - Supplied with Word
  - Available on Office.com
  - Global vs. document
  - Custom
- **Styles**
  - Styles task pane
  - Apply Styles dialog box
  - Modifying existing styles
  - Creating new styles
  - Creating style sets



- Create templates and styles, page 414

# Changing Default Program Options

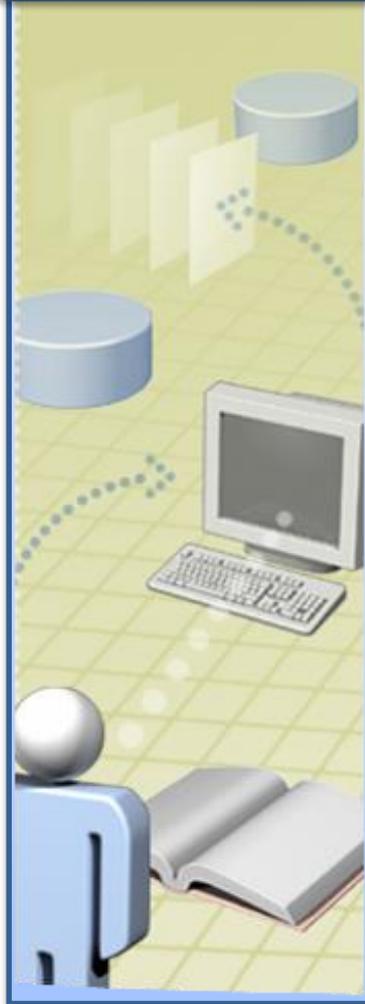
- General
- Display
- Proofing
- Save
- Language
- Advanced
- Add-Ins
- Trust Center



- Explore the Word Options dialog box, page 422

# Customizing the Ribbon

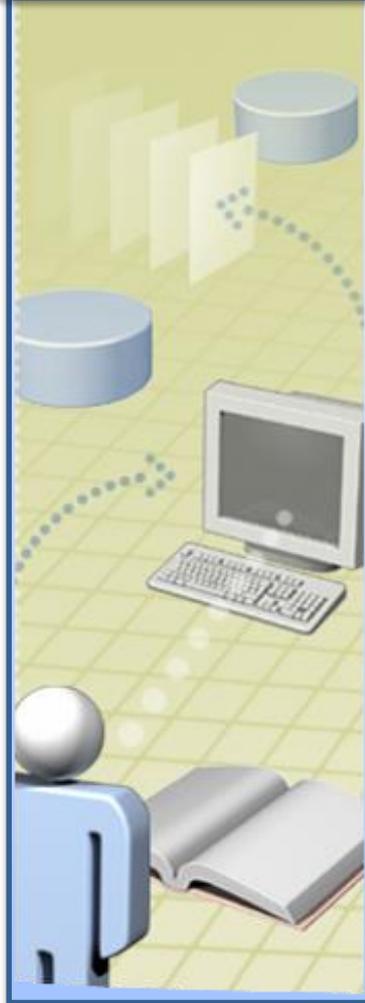
- Turning tabs on/off
- Hiding/moving/duplicating groups
- Creating custom groups
- Creating custom tabs
- Resetting defaults



- Experiment with ribbon customizations, including custom groups and tabs, page 433

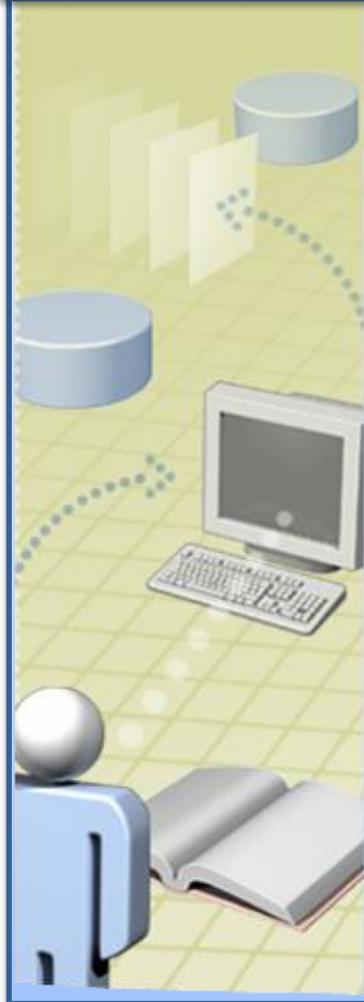
# Customizing the Quick Access Toolbar

- All documents
- Specific document
- Any button from any tab
- Separator
- Resetting defaults



- Add two buttons to the Quick Access Toolbar, and then test them, page 438

# Exercise Review



| Page    | Description   |
|---------|---|
| 414-419 | Create templates and styles   |
| 422-430 | Explore the Word Options dialog box                                     |
| 433-437 | Experiment with ribbon customizations, including custom groups and tabs |
| 438-440 | Add two buttons to the Quick Access Toolbar, and then test them         |

# WORK IN WORD MORE EFFICIENTLY

- ✓ The Word environment is flexible and can be customized to meet your needs.
- ✓ Create styles and templates to speed up the work of formatting a document, and ensure that formatting is consistent.
- ✓ Most of the settings that control the working environment are gathered on the pages of the Word Options dialog box.
- ✓ Customize the ribbon to put precisely the document development tools you need at your fingertips.
- ✓ Provide one-click access to any Word 2010 command by adding a button for it to the Quick Access Toolbar.

# Course Review

- Explore More Text Techniques
- Use Reference Tools for Longer Documents
- Work with Mail Merge
- Collaborate on Documents
- Work in Word More Efficiently



# Want More?

## *Learn Microsoft® Word 2010 Step by Step, Level 1*

By the end of the Level 1 (Beginner) course, students will know how to create basic text documents and how to use the intuitive features of Word 2010 to enhance their documents with formatting and simple graphics.

## *Learn Microsoft Word 2010 Step by Step, Level 2*

By the end of the Level 2 (Intermediate) course, students will know how to enhance documents visually and save them for use outside of Word.

Check out these other *Step by Step* courses for beginning, intermediate, and advanced information workers!

- Microsoft PowerPoint 2010, Levels 1, 2, and 3
- Microsoft Outlook 2010, Levels 1, 2, and 3
- Microsoft Access 2010, Levels 1 and 2
- Windows 7, Levels 1 and 2
- Windows Internet Explorer 8

Studying for the Microsoft Office Specialist certification exams?

Check out *MOS 2010 Study Guide for Microsoft® Word, Excel®, PowerPoint®, and Outlook* by Joan Lambert and Joyce Cox (ISBN 978-0-7356-4875-3)



# Course Evaluation

Please work with the facilitator to complete the course evaluation process.

