



ILLUSTRATED COURSE GUIDES

# Microsoft® Word 2010

Advanced



Carol Cram

# Advanced Guide To Microsoft Word 2010

**Jennifer Duffy**

## **Advanced Guide To Microsoft Word 2010:**

**Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix Software Services, Inc, 2010-08-09 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2010. This guide is suitable as a training handout or simply an easy to use reference guide for any type of user. The following topics are covered: Using Styles, Character Paragraph Linked Styles, Applying Character and Paragraph Styles, Creating a Style, Displaying the Styles Pane, Disabling Linked Styles, Changing Styles, Deleting a Style, Selecting All Text with the Same Style, Showing Formatting as Styles to Clean Up a Document, Importing Styles from Another Document, Using Numbered Lists with Styles, Adding Styles to the Default List, Applying Table Styles, Restricting Formatting, Creating a Table of Contents, Updating a Table of Contents, Preparing an Index, Generating an Index, Updating an Index, Section Breaks, Inserting a Section Break, Changing Page Numbering, Mid Document, Changing Headers and Footers, Changing Page Setup in a Section, Displaying the Section Number in the Status Bar, Inserting a Footnote, Endnote, Editing a Footnote, Deleting a Footnote, Endnote, Creating a Bookmark, Going to Selecting Bookmarked Text, Using Bookmarks to Refer to Pages, Outlining, Adding a Watermark, Inserting an Excel Spreadsheet, Comparing Documents Side by Side, Creating a Template Library in Windows 7, Creating a Template.

This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail Merge, Forms Word 2010 Templates, Macros Word 2010 Collaboration Features.

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**Course Guide** Jennifer Duffy, 2010-10-01 Loved by students for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for learning Microsoft Word 2010 regardless of your experience level. Each two page spread focuses on a single skill making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Word 2010 concepts and skills into three manageable levels: Basic, Intermediate, and Advanced, perfect for workshops or accelerated courses.

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Using and Updating Resource Pools 6 Consolidating and Linking Multiple Projects Reporting 1 Using Earned Value Analysis 2 Creating Basic Reports 3 Selecting Report Objects 4 Changing the Report View 5 Basic Report Formatting 6 Inserting Report Objects 7 Managing Reports 8 Basic Page Setup for Reports 9 Advanced Page Setup for Reports 10 Printing Reports Modifying Report Objects 1 Selecting Moving and Resizing Report Charts 2 Using the Field List with Report Charts 3 Designing Report Charts 4 Formatting Report Charts 5 Using Report Tables 6 Designing Report Tables 7 Setting Report Table Layout Options 8 Modifying Pictures Text Boxes and Shapes 9 Formatting Text Boxes and Shapes 10 Formatting Report Pictures Visual Reporting 1 Using Visual Reports **Microsoft 2010 Word level 2 Intermediate** Yolandie Mostert, 2014-01-13 Microsoft 2010 Intermediate Level 2 SAQA This book has been designed by a professional trainer with 20 years experience in designing and presenting courses Easy step by step examples with pictures and exercises The following are explained in this book Numbering Tab stops Headers and footers Foot notes and End Notes Creating and changing and Formatting Tables Creating Templates Adding objects and pictures Linking data with Excel and Powerpoint

**Microsoft PowerPoint 2016 Training Manual Classroom in a Book** TeachUcomp , 2015-10-27 Complete classroom training manuals for Microsoft PowerPoint 2016 Two manuals Introductory and Advanced in one book 161 pages and 82 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts 13 What's New in PowerPoint 2016 Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Sharing Presentations 9 Working with PowerPoint File Formats Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Using Slide Show View 1 Running a Slide Show 2 Using Custom Shows Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar 3 Smart Lookup and Insights Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 Inserting WordArt Inserting Video and Sound 1 Inserting Videos 2 Inserting Audio 3

Animating Multimedia Playback 4 Recording a Sound 5 Screen Recording Using Themes 1 Applying Themes 2 Creating Custom Color Schemes 3 Creating Custom Font Schemes 4 Customizing the Slide Background Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Setting Up the Presentation 1 Setting Up the Slide Show 2 Recording Narration 3 Rehearsing Timings Applying Actions 1 Inserting Actions 2 Inserting Hyperlinks Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Setting PowerPoint Options 1 Setting PowerPoint Options *Microsoft Word 2010 Desktop Publishing*

Joanne Marschke Arford,2011 *Adobe Acrobat DC Training Manual Classroom in a Book* TeachUcomp ,2019-10-27

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Formatting 5  
Resizing 5  
Rotating and Moving Text 5  
Editing Text 6  
Managing Text Flow with Articles 7  
Adding and Editing Images 8  
Changing the Page Number Display 9  
Cropping Pages and Documents Advanced PDF Settings 1  
Adding and Removing Watermarks 2  
Adding and Removing Page Backgrounds 3  
Adding Headers and Footers 4  
Attaching Files to a PDF 5  
Adding Metadata 6  
Optimizing a PDF for File Size and Compatibility Bookmarks 1  
Using Bookmarks in a PDF 2  
Modifying and Organizing Bookmarks 3  
Assigning Actions to Bookmarks Adding Multimedia Content and Interactivity 1  
Creating and Editing Buttons 2  
Adding Video Sound and SWF Files 3  
Adding 3D Content to PDFs 4  
Adding Page Transitions Combining and Rearranging PDFs 1  
Extracting and Replacing Pages 2  
Splitting a PDF into Multiple Files 3  
Inserting Pages from Files and Other Sources 4  
Moving and Copying Pages 5  
Combining PDFs Exporting and Converting Content 1  
Exporting Text 2  
Exporting Images 3  
Exporting PDFs to Microsoft Word 4  
Exporting PDFs to Microsoft Excel 5  
Exporting PDFs to Microsoft PowerPoint Collaborating 1  
Methods of Collaborating 2  
Sending for Email Review 3  
Sending for Shared Review 4  
Reviewing Documents 5  
Adding Comments and Annotation 6  
The Comment Pane 7  
Advanced Comments List Option Commands 8  
Enabling Extended Commenting in Acrobat Reader 9  
Using Drawing Tools 10  
Stamping and Creating Custom Stamps 11  
Importing Changes in a Review 12  
Using Tracker to Manage PDF Reviews Creating and Working With Portfolios 1  
Creating a PDF Portfolio 2  
PDF Portfolio Views 3  
Using Layout View 4  
Managing Portfolio Content 5  
Using Details View 6  
Setting Portfolio Properties Getting Started With Forms 1  
Creating a Form from an Existing PDF 2  
Designing a Form in Microsoft Word 3  
Creating a Form from a Scanned Document 4  
Creating Forms from Image Files 5  
Creating Text Fields 6  
Creating Radio Buttons and Checkboxes 7  
Creating Drop Down and List Boxes 8  
Creating Buttons 9  
Creating a Digital Signature Field 10  
General Properties of Form Fields 11  
Appearance Properties of Form Fields 12  
Position Properties of Form Fields 13  
Options Properties of Form Fields 14  
Actions Properties of Form Fields 15  
Selection Change and Signed Properties of Form Fields 16  
Format Properties of Form Fields 17  
Validate Properties of Form Fields 18  
Calculate Properties of Form Fields 19  
Align Center Match Size and Distribute Form Fields 20  
Setting Form Field Tab Order 21  
Enabling Users and Readers to Save Forms 22  
Distributing Forms 23  
Responding to a Form 24  
Collecting Distributed Form Responses 25  
Managing a Form Response File 26  
Using Tracker with Forms Professional Print Production 1  
Overview of Print Production Support 2  
Previewing Color Separations 3  
Color Management and Conversion 4  
Using the Object Inspector 5  
Using the Preflight Dialog Box 6  
Correcting Hairlines 7  
Saving as a Standards Compliant PDF Scanning and Optical Character Recognition 1  
Recognizing Text in a Scanned PDF 2  
Recognizing Text in PDFs 3  
Reviewing and Correcting OCR Suspects Automating Routine Tasks 1  
Using Actions 2  
Creating Custom Actions 3  
Editing and Deleting Custom Actions 4  
Sharing Actions Document Protection and Security 1  
Methods of Securing a PDF 2  
Password Protecting a PDF 3  
Creating and Registering Digital IDs 4  
Using Certificate Encryption 5  
Creating a Digital Signature 6  
Digitally Signing a PDF 7  
Certifying a PDF 8  
Signing Documents with Adobe Sign 9  
Getting Others to Sign Documents 10  
Redacting Content in a PDF 11  
Redaction

Properties 12 Revealing and Clearing Hidden Information Adobe Reader and Document Cloud 1 Opening and Navigating PDFs in Reader 2 Adding Comments 3 Digitally Signing a PDF 4 Adobe Document Cloud Adobe Acrobat Help 1 Adobe Acrobat Help *Illustrated Course Guide: Microsoft Word 2010 Basic* Jennifer Duffy,2010-10-08 Loved by instructors for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for teaching Microsoft Excel 2010 to students across experience levels Each two page spread focuses on a single skill making information easy to follow and absorb The Illustrated Course Guides split Microsoft Excel 2010 concepts and skills into three manageable levels Basic Intermediate and Advanced perfect for workshops or accelerated courses Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Microsoft Word 2010* Jennifer Duffy,Carol M. Cram,2011-01-06 Loved by students for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for learning Microsoft Word 2010 regardless of your experience level Each two page spread focuses on a single skill making information easy to follow and absorb The Illustrated Course Guides split Microsoft Word 2010 concepts and skills into three manageable levels Basic Intermediate and Advanced perfect for workshops or accelerated courses **Excel 2010: The Missing Manual** Matthew MacDonald,2010-06-18 Excel the world's most popular spreadsheet program has the muscle to analyze heaps of data Beyond basic number crunching Excel 2010 has many impressive features that are hard to find much less master especially from online help pages This Missing Manual clearly explains how everything works with a unique and witty style to help you learn quickly Navigate with ease Master Excel's tabbed toolbar and its new backstage view Perform a variety of calculations Write formulas for rounding numbers calculating mortgage payments and more Organize your data Search sort and filter huge amounts of information Illustrate trends Bring your data to life with charts and graphics including miniature charts called Sparklines Examine your data Summarize information and find hidden patterns with pivot tables and slicers Share your spreadsheets Use the Excel Web App to collaborate with colleagues online Rescue lost data Restore old versions of data and find spreadsheets you forgot to save **Advanced Guide to Microsoft® Word 2010** Elizabeth Nofs,2011-08-19 *Illustrated Course Guide: Microsoft Word 2010 Intermediate* Jennifer Duffy,2010-11-18 Loved by instructors for the visual and flexible way to build computer skills the Illustrated Course Guides are ideal for teaching Microsoft Excel 2010 to students across experience levels Each two page spread focuses on a single skill making information easy to follow and absorb The Illustrated Course Guides split Microsoft Excel 2010 concepts and skills into three manageable levels Basic Intermediate and Advanced perfect for workshops or accelerated courses Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Microsoft Word 2010: Advanced* Axzo Press,2014-05-14 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

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### **Table of Contents Advanced Guide To Microsoft Word 2010**

1. Understanding the eBook Advanced Guide To Microsoft Word 2010
  - The Rise of Digital Reading Advanced Guide To Microsoft Word 2010
  - Advantages of eBooks Over Traditional Books
2. Identifying Advanced Guide To Microsoft Word 2010
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Advanced Guide To Microsoft Word 2010
  - User-Friendly Interface
4. Exploring eBook Recommendations from Advanced Guide To Microsoft Word 2010
  - Personalized Recommendations

- Advanced Guide To Microsoft Word 2010 User Reviews and Ratings
- Advanced Guide To Microsoft Word 2010 and Bestseller Lists

5. Accessing Advanced Guide To Microsoft Word 2010 Free and Paid eBooks

- Advanced Guide To Microsoft Word 2010 Public Domain eBooks
- Advanced Guide To Microsoft Word 2010 eBook Subscription Services
- Advanced Guide To Microsoft Word 2010 Budget-Friendly Options

6. Navigating Advanced Guide To Microsoft Word 2010 eBook Formats

- ePUB, PDF, MOBI, and More
- Advanced Guide To Microsoft Word 2010 Compatibility with Devices
- Advanced Guide To Microsoft Word 2010 Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Advanced Guide To Microsoft Word 2010
- Highlighting and Note-Taking Advanced Guide To Microsoft Word 2010
- Interactive Elements Advanced Guide To Microsoft Word 2010

8. Staying Engaged with Advanced Guide To Microsoft Word 2010

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Advanced Guide To Microsoft Word 2010

9. Balancing eBooks and Physical Books Advanced Guide To Microsoft Word 2010

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Advanced Guide To Microsoft Word 2010

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Advanced Guide To Microsoft Word 2010

- Setting Reading Goals Advanced Guide To Microsoft Word 2010
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Advanced Guide To Microsoft Word 2010

- Fact-Checking eBook Content of Advanced Guide To Microsoft Word 2010

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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