



ILLUSTRATED COURSE GUIDES

Microsoft® Word 2010

Advanced



Carol Cram

Advanced Guide To Microsoft Word 2010

TeachUcomp

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.

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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

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