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Al albayt University
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Advanced Microsoft Word

Eyad Ali Ahmed

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

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Facilities

- Class hours
- Building hours
- Parking
- Restrooms
- Meals
- Phones

- Messages
- Smoking
- Garbage
- Recycling

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About This Course

- Overview
- Prerequisites
- Course outline
- Computer setup
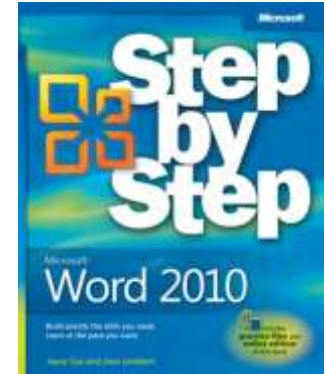
Microsoft® Word 2010 Step by Step

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

OVERVIEW

Explore More Text Techniques

OBJECTIVES

In this module, you will learn how to:

➤ Add hyperlinks

➤ Insert fields

➤ Add bookmarks and cross-references

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Adding Hyperlinks

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

Exercise

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

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Inserting Fields

- Why use fields?

- Syntax
  - Curly braces
  - Field name
  - Parameters
  - Switches

- Date/time fields

- Property fields

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Exercise

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

- # Bookmarks
  - Places to return to

- # Cross-references
  - Automatic pointers to headings, figures, tables
  - Custom pointers

Exercise

Step
by
Step

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

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MODULE

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

OVERVIEW

USE REFERENCE TOOLS FOR LONGER DOCUMENTS

OBJECTIVES

In this module, you will learn how to:

➤ Create and modify tables of contents

➤ Create and modify indexes

➤ Add sources and compile bibliographies

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Creating and Modifying
Tables of Contents

- Heading styles

- TOC styles

- Inserting

- Updating

Exercise

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

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Creating and Modifying Indexes

- # Marking entries
  - – Index entries
  - – Subentries
  - – Cross-reference entries

- # Compiling

- # Updating

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Exercise

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

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Adding Sources and Compiling Bibliographies

- # Bibliography styles

- # Source Manager

  - Master List
  - Current List

- # Inserting citations

  - From Source Manager
  - Manually

- # Compiling

- # Updating

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Exercise

➤ 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.

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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

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Understanding Mail Merge

- Main document

- Data source

- Mail Merge wizard

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Preparing Data Sources

- ## Structured data
  - Rows/records
  - Columns/fields
  - Column headings/field names

- ## Excluding records
  - Clearing check boxes
  - Filtering

- ## Sorting

Exercise

➢ Specify and prepare the data source, page 358

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Preparing Main Documents

- ## Merge fields

- ## Chevrons

- ## Composite merge fields
  - Address block
  - Greeting line

- ## Single merge fields

Exercise

Step by Step

➢ Add merge fields to a form letter, page 364

Merging Main Documents
and Data Sources

- Previewing

- Excluding records

- Merging to printer

- Merging to document

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Exercise

➢ 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

Exercise

➢ 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

Exercise

➢ 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

✓ 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.

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MODULE

4

OVERVI EW

COLLABORATE ON DOCUMENTS

OBJECTI VES

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

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Sending Documents Directly
from Word

- ## Sending via e-mail

  - .docx format

  - .pdf format

  - .xps format

- ## Sending via fax

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Exercise

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

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Adding and Reviewing Comments

- # Reviewing
  - Next button/Previous buttons
  - Reviewing Pane

- # Adding

- # Editing/deleting

- # Responding

- # Hiding/showing

Exercise

Step
by
Step

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

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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

Exercise

Step by Step

➢ 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

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Exercise

> Merge versions of
> a document, page 393

Password-Protecting Documents

- ## Unencrypted password

  - Password to open

  - Password to modify

  - Read-Only Recommended

- ## Encrypted password

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Exercise

➢ Set an unencrypted and an encrypted password, page 396

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Controlling Changes

- **Formatting restrictions**
    - Allowed styles
    - AutoFormat
    - Themes/schemes
    - Style sets

- **Editing restrictions**
    - No changes
    - Track Changes
    - Comments
    - Forms

- **Password to change**

Exercise

➢ 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

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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.

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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

Exercise

➢ Create templates and styles, page 414

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Changing Default Program Options

- General

- Display

- Proofing

- Save

- Language

- Advanced

- Add-Ins

- Trust Center

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Exercise

Step
by
Step

> 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

Exercise

➢ 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

Exercise

➢ 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

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Course Evaluation

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