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- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Project
- Microsoft Word
- Microsoft Windows

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Most Popular Software Skills

*Format, Levels, Days of Training*

**On-Site Training.** Topics listed below can be customized and delivered on-site at any of your facilities throughout the United States. Fees listed are for up to 12 trainees and do not include travel, mileage or incidental expenses. Multi-session discounts are available. Additional topics available.

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**Detailed Course Outlines**

Available for any of the applications listed. Training is available on many platforms, including Windows 2003, XP, 2007, 2010 and 2013. Please let us know what operating system you are using as content differs.

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Access 2010 Part 1 & Part 2

Duration: 2 Days

Course Overview:
Access Parts 1 and 2 are combined into a single introduction to Access 2010 course. This two-day course is for the individual whose job responsibilities include designing and creating new databases, tables and relationships, creating and maintaining records, locating records and producing reports based on a database. It also provides the fundamental knowledge and techniques needed to advance to more complex Access responsibilities such as maintaining databases and using programming techniques that enhance Access applications.

Who Should Attend: This course is designed for students who wish to learn the basics of Microsoft Access.

Prerequisites: Prospective students proficient with Windows. Familiarity with the Office 2010 environment is helpful.

Course Objectives
Upon successful completion of this course, students will be able to:
- identify the basic components of an Access database.
- build the structure of a database.
- manage data in tables.
- query a database.
- design forms.
- generate reportstreamline data entry and maintain data integrity.
- join tables to retrieve data from unrelated tables.
- create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- improve forms.
- customize reports to organize the displayed information and produce specific print layouts.
- share data between Access and other applications.

Course Outline:

Day 1 Getting Started with Access Databases
Elements of the Access 2010 Interface
Identify the Components of a Database
Examine the Relational Database Design Process
Building the Structure of a Database
Create a New Database
Create a Table Using the Design View
Manage Tables
Establish Table Relationships
Managing Data in a Table
Modify Table Data
Sort and Filter Records
Work with Subdatasheets
Querying a Database
Create a Query
Add Criteria to a Query
Add a Calculated Field to a Query
Calculations on a Record Grouping
Designing Forms
Create and Modify a Form
View Data Using an Access Form
Generating Reports
Create a Report
Add a Control to a Report
Format the Controls in a Report
Enhance the Appearance of a Report
Prepare a Report for Print

Day 2 Controlling Data Entry
Constrain Data Entry Using Field Properties
Establish Data Entry Formats
Create a List of Values for a Field
Joining Tables
Create Query Joins
Join Tables with No Common Fields
Relate Data within a Table
Creating Flexible Queries
The Select Query Properties
Retrieve Records Based on Input Criteria
Create Action Queries
Improving Forms
Restrict Data Entry in Forms
Organize Information with Tab Pages
Add a Command Button to a Form
Create a Subform
Display a Summary of Data in a Form
Change Display of Data Conditionally
Customizing Reports
Organize Report Information
Format Reports and Control Pagination
Summarize Report Information
Add a Subreport to an Existing Report
Create a Mailing Label Report
Sharing Data Across Applications
Import Data into Access
Export Data to Text File Formats
Export Access Data to Excel
Create a Mail Merge
Access 2010 Part 3

Duration: 1 Day

Course Overview:
This course is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

Who Should Attend: Anyone who is currently using Access 2010 and is working with more complex databases and performing higher-level tasks.

Prerequisites: You should have taken Access 2010 Parts 1 & 2 or have the equivalent skills and knowledge.

Course Objectives Upon successful completion of this course, students will be able to:
- restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- write advanced queries to analyze and summarize data.
- create and revise Microsoft® Office Access® 2010 macros.
- customize reports by using various Microsoft® Office Access® 2010 features.
- maintain their databases using Microsoft® Office Access® 2010 tools.

Course Outline:

Structuring Existing Data
- Restructure the Data in a Table
- Create a Junction Table
- Improve the Table Structure

Writing Advanced Queries
- Create SubQueries
- Create Unmatched and Duplicate Queries
- Group and Summarize Records Using Criteria
- Summarize Data Using a Crosstab Query
- Create a PivotTable and a PivotChart

Simplifying Tasks with Macros
- Create a Macro
- Attach a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

Creating Effective Reports
- Include a Chart in a Report
- Print Data in Columns
- Cancel Printing of a Blank Report
- Publish Reports as PDF

Maintaining an Access Database
- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database
Access 2010 Part 4

Duration: 1 Day

Course Overview:
In Access 2010 Intermediate you were introduced to the various features of Access 2007 that dealt with local database management. However, effective database management calls for mastering the advanced administrative and collaborative features of Access. In this course, you will exchange data with other applications, automate business processes by using VBA code, and secure and share databases.

Who Should Attend: Anyone with solid Microsoft Access knowledge who would like to take advantage of the power and flexibility offered by the more advanced data handling capabilities of Access 2010.

Prerequisites: Access 2007 Part 3 or equivalent skills and knowledge.

Course Objectives: Upon successful completion of this course, students will be able to:
- Share Access data with other applications
- Use VBA to automate a business process
- Create and modify a database switchboard, and set the startup options
- Secure databases
- Share a database using a SharePoint site.

Course Outline:

**Integrating Access into Your Business**
- Import XML Data into an Access Database
- Export Access Data to XML Format
- Export Data to the Outlook Address Book
- Collect Data Through Email Messages

**Automating a Business Process with VBA**
- Create a Standard Module
- Develop Code
- Call a Procedure from a Form
- Run the Procedure

**Managing Switchboards**
- Create a Database Switchboard
- Modify a Database Switchboard
- Set the Startup Options

**Distributing and Securing Databases**
- Split a Database
- Implement Security
- Set Passwords
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

**Sharing a Database Using a SharePoint Site**
- Export a Table to a SharePoint List
- Import Data from a SharePoint List
- Publish a Database to a SharePoint Site
- Move a Database to a SharePoint Site
- Work Offline
Excel 2010 Part 1

Duration: 1 Day

Course Overview:
In this introductory course, students will learn the fundamental skills and concepts necessary to create and work with an Excel 2010 spreadsheet. At the completion of this course, the student will have the necessary skills to create, edit, and format data, use formulas, and print a basic worksheet. Topics include formula construction, calculating with functions, searching worksheet data, enhancing worksheets with borders and shading, applying styles, managing workbooks, and printing workbook contents.

Who Should Attend: Anyone with basic computer knowledge who desires to utilize the financial accounting and data analysis tools offered by Excel 2010.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer.

Course Objectives Upon successful completion of this course, students will be able to:

- create a basic worksheet by using Microsoft Excel 2010.
- perform calculations in an Excel worksheet.
- modify an Excel worksheet.
- modify the appearance of data within a worksheet.
- manage Excel workbooks.
- print the content of an Excel worksheet

Course Outline:

Getting Started with Excel
- Identify Elements of the Excel Interface
- Navigate and Select Cells in Worksheets
- Customize the Excel Interface
- Create a Basic Worksheet

Performing Calculations in a Worksheet
- Create Formulas in a Worksheet
- Insert Functions in a Worksheet
- Reuse Formulas

Modifying a Worksheet
- Edit Worksheet Data
- Find and Replace Data
- Manipulate Worksheet Elements

Modifying the Worksheet Appearance
- Apply Font Properties
- Add Borders and Colors to Cells
- Align Content in a Cell
- Apply Number Formatting
- Apply Cell Styles

Managing an Excel Workbook
- Manage Worksheets
- View Worksheets and Workbooks

Printing Excel Workbooks
- Define the Page Layout
- Print a Workbook

Appendix A: Microsoft Office Excel 2010
Exam 77–882
Excel 2010 Part 2

Duration: 1 Day

Course Overview:
This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks. You will use advanced formulas and work with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

Who Should Attend: Anyone with basic Excel 2010 knowledge who desires to utilize some of the advanced tools and features of Excel 2010.

Prerequisites: Before starting this course, students are recommended to take the Excel 2010 Part 1 course or have equivalent knowledge.

Course Objectives
Upon successful completion of this course, students will be able to:

- use advanced formulas.
- organize worksheet and table data using various techniques.
- create and modify charts.
- analyze data using PivotTables, Slicers, and PivotCharts.
- insert and modify graphic objects in a worksheet.
- customize and enhance workbooks and the Microsoft Office Excel environment.

Course Outline:

Calculating Data with Advanced Formulas
- Apply Cell and Range Names
- Calculate Data Across Worksheets
- Use Specialized Functions
- Analyze Data with Logical and Lookup Functions

Analyzing Data Using PivotTables, Slicers, and PivotCharts
- Create a PivotTable Report
- Filter Data Using Slicers
- Analyze Data Using PivotCharts

Organizing Worksheet and Table Data
- Create and Modify Tables
- Format Tables
- Sort or Filter Data
- Use Functions to Calculate Data

Inserting Graphic Objects
- Insert and Modify Pictures and ClipArt
- Draw and Modify Shapes
- Illustrate Workflow Using SmartArt Graphics
- Layer and Group Graphic Objects

Presenting Data Using Charts
- Create a Chart
- Modify Charts
- Format Charts

Customizing and Enhancing the Excel Environment
- Customize the Excel Environment
- Customize Workbooks
- Manage Themes
- Create and Use Templates
Excel 2010 Part 3

Duration: 1 Day

Course Overview:
This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications.

Who Should Attend: Anyone with solid Excel 2010 knowledge who desires to utilize some of the more advanced tools and features of Excel 2010.

Prerequisites: Before starting this course, students are recommended to take the Excel 2010 Part 2 course or have equivalent skills and knowledge.

Course Objectives Upon successful completion of this course, students will be able to:
- enhance productivity and efficiency by streamlining the workflow.
- collaborate with other workbook users.
- audit worksheets.
- analyze data.
- work with multiple workbooks.
- import and export data.
- integrate Excel data with the web.
- structure workbooks with XML.

Course Outline:

Streamlining Workflow
- Update Workbook Properties
- Create a Macro
- Edit a Macro
- Apply Conditional Formatting
- Add Data Validation Criteria

Collaborating with Other Users
- Protect Files
- Share a Workbook
- Set Revision Tracking
- Review Tracked Revisions
- Merge Workbooks
- Administer Digital Signatures
- Restrict Document Access

Auditing Worksheets
- Trace Cells
- Troubleshoot Invalid Data and Formula Errors
- Watch and Evaluate Formulas
- Create a Data List Outline

Analyzing Data
- Create a Trendline
- Create Sparklines
- Create Scenarios
- Perform a What-If Analysis
- Perform a Statistical Analysis with the Analysis ToolPak

Working with Multiple Workbooks
- Create a Workspace
- Consolidate Data
- Link Cells in Different Workbooks
- Edit Links

Importing and Exporting Data
- Export Excel Data
- Import a Delimited Text File

Integrating Excel Data with the Web
- Publish a Worksheet to the Web
- Import Data from the Web
- Create a Web Query

Structuring Workbooks with XML
- Develop XML Maps
- Import and Export XML Data
Outlook 2010 Part 1

Duration: 1 Day

Course Overview:

This comprehensive one-day course allows students to learn the fundamentals of Outlook 2010. You will compose, send and receive e-mail, schedule appointments and meetings, use Quick Steps, share your Calendar, and learn useful features such as the Out of Office Assistant, Delegate Permissions and dealing with junk e-mails.

Students Learn How To:

• Identify the components of the Outlook environment
• Compose, send and receive messages
• Use folders to organize messages
• Schedule appointments and meetings
• Share your Calendar and folders
• Learn some advanced e-mail features

Who Should Attend: This course is intended for people with a basic understanding of Microsoft Windows, and who need to learn how to use Microsoft Outlook 2010 to compose and send email, schedule appointments and meetings, and work with shared Calendars.

Prerequisites: Prospective students should be familiar with using personal computers (basic typing skills are recommended). They should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. We recommend you have a basic understanding of e-mail concepts.

Course Outline:

The Fundamentals
- What’s New in Outlook 2010
- Understanding the Program Screen
- Understanding Items and the Message Window
- Using Command Shortcuts
- Using the To-Do Bar
- Using Menus and Toolbars
- Using Help

Composing and Sending E-mail
- Composing and Sending an E-mail Message
- Specifying Message Options
- Inserting a Hyperlink
- Attaching a File to a Message

Receiving E-mail
- Replying to and Forwarding a Message
- Opening an Attachment
- Flagging a Message for Follow-up
- Using Color Categories
- Viewing and Managing Conversations
- Sorting Messages
- Changing Views

More E-mail Features
- Saving Unfinished Messages (Drafts)
- Recalling and Resending a Message
- Using the Out of Office Assistant
- Delaying Sending a Message
- Using Quick Steps

More E-mail Features (Cont’d)
- Inserting a Signature
- Using Stationery and Themes
- Dealing with Junk E-mail & Security Settings
- Adding Addresses to the Safe and Blocked Senders List
- Inserting Screenshots

Using the Calendar
- Viewing the Calendar
- Scheduling Appointments and Events
- Working with Recurring Appointments
- Setting Availability
- Color-coding Appointments
- Setting Reminders
- Viewing Calendar Items
- Creating Additional Calendars
- View Calendars Side-by-Side or Overlaid
- Adding a Second Time Zone

Collaborating with Other Users
- Working with Shared Calendars
- Scheduling Meetings & Responding to Requests
- Working with Calendar Groups
- Marking Appointments as Private
- Sharing Outlook Folders
- Giving Delegate Permissions
- Taking and Tracking a Vote
- Working with Public Folders
Outlook 2010 Part 2

Duration: 1 Day

Course Overview:
This is the second day of Outlook 2010 training and builds on the skills learned in Outlook 2010 Part 1. Students will be introduced to using tasks, the Journal, working with folders and using rules to organize their information. Students will learn some of the customization tips to help them configure the Outlook environment to match their own personal preferences. Students will learn about proper archiving techniques using Outlook.

Students Learn How To:
- Work with Contacts and utilize Tasks
- Use the Journal and work with Notes
- Create, use and manage Folders
- Manage Outlook data and Archive and retrieve information
- Customize Outlook and create a custom View


Prerequisites: To ensure your success, we recommend you first take Outlook 2010 Part 1 or have equivalent skills. This course assumes you have been using Outlook 2010 and are familiar with its e-mail and calendar features.

Course Outline:

Working with Contacts
- Introduction to the Address Book
- Adding, Editing and Deleting Contacts
- Changing Contact Views
- Finding and Organizing Contacts
- Creating a Distribution List

Working with Tasks
- Adding a Task
- Changing Task Views
- Updating a Task
- Sorting Tasks
- Creating a Recurring Task
- Attaching an Item to a Task
- Assigning and Completing a Task

Using the Journal and Notes
- Displaying the Journal
- Creating a Journal Entry Manually
- Creating a Journal Entry Automatically
- Relating a Journal Entry to a Contact
- Opening, Modifying, Deleting a Journal Entry
- Changing Journal Views
- Working with Notes

Organizing and Finding Information
- Exploring the Folder List
- Creating and Using Folders
- Managing Folders
- Using Instant Search & Refining a Search
- Using Advanced Find
- Creating and Using Search Folders
- Modifying and Deleting Search Folders
- Sorting, Grouping and Filtering Information
- Using the People Pane

Automating Commands
- Creating and Managing Quick Steps
- Creating a Rule
- Creating a Rule with the Rules Wizard
- Managing Rules

Managing Outlook Data
- Using Mailbox Cleanup
- Using AutoArchive
- Manually Archiving Information
- Using a Personal Folders Backup Tool
- Importing Information
- Exporting Information
- Working with Personal Folders Files
- Working with Offline Folders

Customizing Outlook
- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- Using and Customizing AutoCorrect
- Customizing Outlook Today
- Adding Fields to a View
- Creating a Custom View
- Using Custom Groups
- Changing Outlook Default Options
- Managing Accounts

Advanced Topics
- Adding RSS Feeds
- Viewing RSS Feeds
- Using the Tools Together
- Using Outlook Web App
- Using Instant Messaging in Outlook
- Connecting to Social Networks
- Using the Outlook Social Connector
PowerPoint 2010 Part 1

Duration: 1 Day

Course Overview:
PowerPoint is an application that is used to create and display presentations and slide shows to audiences. In this course, students are guided through the process of creating an effective presentation using PowerPoint 2010. Students will learn how to create and edit presentations, format text and print their presentations. Students will also learn to enhance and clarify their presentations by adding dramatic graphic effects, such as WordArt, AutoShapes and ClipArt. In addition, adding transition and animation effects will be taught in order to create more interesting and informative slide shows presentations.

Who Should Attend: This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2010.

Prerequisites: Students should be familiar with using personal computers, and have used a mouse and keyboard. They should be comfortable with the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Objectives: Upon successful completion of this course, students will be able to:
- identify the components of the PowerPoint 2010 interface.
- create a presentation.
- format text on slides.
- add graphical objects to a presentation.
- modify graphical objects in a presentation.
- work with tables in a presentation.
- add charts to a presentation.
- prepare to deliver a presentation.

Course Outline:

Getting Started with PowerPoint
- Identify the Elements of the User Interface
- View Presentations
- Save a Presentation
- Use Microsoft PowerPoint Help

Creating a Basic Presentation
- Select a Presentation Type
- Enter Text
- Edit Text
- Format Text Placeholders
- Add Slides to a Presentation
- Arrange Slides
- Work with Themes

Formatting Text on Slides
- Apply Character Formats
- Format Paragraphs

Adding Graphical Objects
- Insert Images into a Presentation
- Add Shapes
- Add Visual Styles to the Text in a Presentation

Modifying Graphical Objects
- Edit Graphical Objects
- Format Graphical Objects
- Group Graphical Objects on a Slide
- Arrange Graphical
- Apply Animation Effects

Working with Tables
- Insert a Table
- Format Tables
- Import Tables from Other Microsoft Office Applications

Working with Charts
- Insert Charts
- Modify a Chart
- Import Charts from Other Applications

Preparing to Deliver a Presentation
- Review the Content in a Presentation
- Divide a Presentation into Sections
- Add Transitions
- Add Speaker Notes
- Print a Presentation
- Deliver a Presentation

Appendix A: Microsoft Office PowerPoint 2010 Exam 77–883
PowerPoint 2010 Part 2

**Duration:** 1 Day

**Course Overview:**
You will enhance your presentation by using features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

**Who Should Attend:** This course is designed for professionals who will use PowerPoint 2010 to prepare presentations and be more productive in their work.

**Prerequisites:** To ensure your success, we recommend that you first take PowerPoint 2010: Level 1, or have equivalent knowledge and skills.

**Course Objectives** Upon successful completion of this course, students will be able to:
- customize the PowerPoint environment.
- customize a design template.
- add SmartArt graphics to a presentation.
- add special effects to a presentation.
- customize a slide show.
- collaborate on a presentation.
- secure and distribute a presentation.

**Course Outline:**

**Customizing the PowerPoint Environment**
- Customize the PowerPoint Interface
- Set Options for Working with PowerPoint

**Customizing a Design Template**
- Set Up a Slide Master
- Create Custom Slide Layouts
- Add Headers and Footers
- Modify the Notes Master
- Modify the Handout Master

**Adding SmartArt Graphics to a Presentation**
- Insert SmartArt Graphics
- Modify SmartArt Graphics

**Adding Special Effects to a Presentation**
- Add Multimedia Elements
- Customize Slide Component Animations

**Customizing a Slide Show**
- Set Up a Custom Slide Show
- Annotate a Presentation
- Create a Presenter-Independent Slide Show
- Set Up a Slide Show to Repeat Automatically

**Collaborating on a Presentation**
- Review a Presentation
- Publish Slides to a Slide Library
- Restrict Access to a Shared Presentation
- Share a Presentation Using PowerPoint Web App

**Securing and Distributing a Presentation**
- Broadcast a Presentation
- Convert a Presentation into a Video
- Package a Presentation
- Publish a Presentation to Other File Formats
- Secure a Presentation

**Appendix A: PowerPoint Mobile 2010**

**Appendix B: Math Equation Support**
Word 2010 Part 1

Duration: 1 Day

Course Overview:

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is for students who already have a basic understanding of word processing concepts and have used another word processing program. You will create, edit, and enhance standard business documents using Word 2010. The intent being for you to become more proficient and effective using Word 2010.

Who Should Attend: This course is designed for students who wish to learn the basic operations of Word 2010 to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer.

Course Objectives: Upon successful completion of this course, students will be able to:

- identify and work with basic Word 2010 tools and features.
- edit text in a Word document.
- modify the appearance of text in a Word document.
- insert special characters and graphical objects.
- organize data in tables.
- proof a Word document.
- control the appearance of pages in a Word document.
- print a Word document.

Course Outline:

- Getting Started with Word 2010
  - Identify the Components of the Word Interface
  - Customize the Word Interface
  - Display a Document in Different Views
  - Enter Text in a Document
  - Save a Document

- Editing Text in a Word Document
  - Select Text
  - Modify Text
  - Find and Replace Text

- Modifying the Appearance of Text in a Word Document
  - Apply Character Formatting
  - Align Text Using Tabs
  - Display Text as List Items
  - Modify the Layout of a Paragraph
  - Apply Styles
  - Manage Formatting
  - Apply Borders and Shading

- Inserting Special Characters and Graphical Objects
  - Insert Symbols and Special Characters
  - Add Illustrations to a Document

- Organizing Data in Tables
  - Insert a Table
  - Modify a Table
  - Format a Table
  - Convert Text to a Table

- Proofing a Word Document
  - Check Spelling and Grammar
  - Use the Thesaurus

- Controlling the Appearance of Pages in a Word Document
  - Apply a Page Border and Color
  - Add a Watermark
  - Add Headers and Footers

- Printing Word Documents
  - Control Page Layout
  - Preview and Print a Document

Appendix A: Microsoft Office Word 2010
Appendix B: Microsoft Office Word Expert 2010
Word 2010 Part 2

Duration: 1 Day

Course Overview:
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. It also aims to assist persons preparing for the Microsoft Office Specialist exams for Word 2010. You will create complex documents and build personalized efficiency tools using Office Word 2010.

Who Should Attend: Anyone with basic Word 2010 knowledge who desires to utilize some of the advanced tools and features of Word 2010.

Prerequisites: Before starting this course, students are recommended to take the Word 2010 Part 1 course or have equivalent knowledge.

Course Objectives Upon successful completion of this course, students 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 Outline:

Managing Lists
Sort a List
Renumber a List
Customize a List

Customizing Tables and Charts
Sort Table Data
Control Cell Layout
Perform Calculations in a Table
Create Charts

Creating Formats with Styles and Themes
Create or Modify a Text Style
Create a Custom List or Table Style
Default & Customized Document Themes

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

Creating Customized Graphic Elements
Create Text Boxes and Pull Quotes
Draw Shapes
Add WordArt and Special Effects to Text
Create Complex Illustrations with SmartArt

Inserting Content Using Quick Parts
Insert Building Blocks
Create Building Blocks
Modify Building Blocks
Insert Fields Using Quick Parts

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

Templates & Automated Document Creation
Create a Document Based on a Template
Create a Template

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

Using Macros to Automate Tasks
Automate Tasks Using Macros
Create a Macro
Word 2010 Part 3

Duration: 1 Day

Course Overview: This course was designed for the experienced Word user who wants to use Word 2010 to create and manage longer, more complex documents, utilize Word's collaboration tools, or integrate text and data between Word and other Microsoft Office programs. You will also learn how to secure a Word 2010 document and how to create a Form using Form Fields and Form Automation.

Who Should Attend: This course will benefit Word 2010 users who deal with larger and more complex documents or regularly work with others in the document creation and modification process.

Prerequisites: Before starting this course, students are recommended to take the Word 2010 Part 1 and Part 2 courses or have the equivalent skills and knowledge.

Course Objectives: Upon successful completion of this course, students will be able to:

- use Word with other programs.
- collaborate on documents.
- manage document versions.
- add reference marks and notes.
- simplify the use of long documents.
- secure a document.
- create forms.

Course Outline:

Using Microsoft Office Word 2010 with Other Programs
- Link a Word Document to an Excel Worksheet
- Send a Document Outline to PowerPoint
- Send a Document as an Email Message

Collaborating on Documents
- Modify User Information
- Send a Document for Review
- Review a Document
- Compare Document Changes
- Merge Document Changes
- Review Track Changes and Comments
- Coauthor a Document

Managing Document Versions
- Create a New Document Version
- Compare Document Versions
- Merge Document Versions

Adding Reference Marks and Notes
- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Add Hyperlinks
- Add Cross-References
- Add Citations and a Bibliography

Simplifying the Use of Long Documents
- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Figures
- Insert a Table of Authorities
- Insert a Table of Contents
- Create a Master Document

Securing a Document
- Hide Text
- Remove Personal Information from a Document
- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document
- Set a Password for a Document
- Restrict Document Access

Creating Forms
- Add Form Fields to a Document
- Protect a Form
- Automate a Form

Appendix A: Office Word Mobile 2010