Software Skills Training

Enhance Software Application Skills

Did you know that many employees do not use company-provided software correctly, efficiently and effectively?

Some employees rely heavily on helpdesk staff and worse, their co-workers, to solve easy issues. Instead, they can gain the skills to solve issues themselves!

Inefficient use of software slows down overall employee productivity and your organization's performance and profitability!

Employers Group can help! We have created a partnership with a highly-effective software training firm that provides not only hands-on learning geared towards working professionals, but at fees organizations can easily afford.

Most Popular Applications
- Microsoft Access
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Project
- Microsoft Word
- Microsoft Windows

Why Employers Group
- Volume Negotiated Prices
- Immediate Availability
- State-Fundable
- Hands-on Training with Computers
- Half-Days Available
- Beginner, Intermediate and Advanced
- Additional Training Available

Audience

Individuals who utilize software programs as a regular part of their job duties.

For More Information, Contact

Your Client Services Professional or
Jeffrey Hull, Learning Services Director
Phone: 800.748.8484
E-mail: training@employersgroup.com

Employers Group

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.

On-Site Training Fee

Call Employers Group for pricing. We beat many other providers prices!

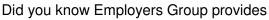|	Beginner	Intermediate	Advanced
Microsoft Access		1 Day	1 Day	1 Day
Microsoft Excel		1 Day	1 Day	1 Day
Microsoft Outlook		1 Day		1 Day
Microsoft PowerPoint		1 Day		1 Day
Microsoft Project		1 Day	1 Day	
Microsoft Word		1 Day	1 Day	1 Day
Microsoft Windows		1 Day		
Upgrading to a New Software Version		½ to 1 Day		

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.

State Funding

In California, up to 100% of the on-site delivery may be paid by the state. Contact Employers Group for details.

Online E-Learning

Some modules are also available as self-paced e-learning. Go to www.myeglearn.com.

Did you know Employers Group provides
Referrals and Discounts

- Background Checks and Drug Test
- Employee Discounts and Benefits
- Health Insurance and Supplemental Benefit Offerings
- Leave Management
- Recruiting (all job positions)
- U.I. Claims Managements
- 401(k) Plans

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 reportsstreamline 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

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

Presenting Data Using Charts
Create a Chart
Modify Charts
Format Charts

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

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

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 & Respond ing 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

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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

Who Should Attend: Anyone interested in learning how to use advanced features of Outlook 2010.

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