Word 2010: Advanced, MOS Edition

Topic-Level Outline

Days: 1
Prerequisites: *Word 2010: Intermediate* or equivalent experience

Unit 1: Using Mail Merge
- **Topic A:** Form letters
- **Topic B:** Data sources for the recipient list
- **Topic C:** Mailing labels and envelopes

Unit 2: Objects and backgrounds
- **Topic A:** Inserting content from other applications
- **Topic B:** Changing the document background

Unit 3: Using macros
- **Topic A:** Recording and running macros
- **Topic B:** Modifying and deleting macros

Unit 4: Working with forms
- **Topic A:** Creating forms
- **Topic B:** Protecting forms
- **Topic C:** Sharing and securing documents

Unit 5: Customizing Word
- **Topic A:** Customizing the Ribbon
- **Topic B:** Customizing the Quick Access toolbar
- **Topic C:** Customizing keyboard shortcuts

Unit 6: Long documents
- **Topic A:** Master documents
- **Topic B:** Tables of contents and figures
- **Topic C:** Indexes, bibliographies, and other references
- **Topic D:** Bookmarks and cross-references
- **Topic E:** Web frames

Unit 7: XML features
- **Topic A:** Working with XML