Word 2010: Intermediate, MOS Edition

Topic-Level Outline

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

Unit 1: Styles and outlines
- **Topic A:** Examining formatting
- **Topic B:** Creating styles
- **Topic C:** Modifying styles
- **Topic D:** Working with outlines

Unit 2: Sections and columns
- **Topic A:** Creating and formatting sections
- **Topic B:** Working with columns

Unit 3: Formatting tables
- **Topic A:** Table formatting basics
- **Topic B:** Borders and shading
- **Topic C:** Table data
- **Topic D:** Table styles

Unit 4: Printing labels and envelopes
- **Topic A:** Labels
- **Topic B:** Envelopes

Unit 5: Templates and building blocks
- **Topic A:** Template basics
- **Topic B:** Building blocks
- **Topic C:** Document properties

Unit 6: Graphics
- **Topic A:** Creating diagrams
- **Topic B:** Using the Drawing tools
- **Topic C:** Formatting text graphically

Unit 7: Managing document revisions
- **Topic A:** Tracking changes
- **Topic B:** Working with comments

Unit 8: Web features
- **Topic A:** Web pages
- **Topic B:** Hyperlinks