

# McMillan Bird

## Upgrade workshop for Word 2010

Duration: 1/2 day

### Course Aim:

The aim of this workshop is cover the advanced updated features available in Word 2010

### Learning Outcomes

At the completion of this workshop, participants will be able to:

- Understand the changes in Word 2010
- Work with the Ribbon
- Customise the Quick Access toolbar
- Set global options
- Create, apply and modify styles and Quick Styles
- Manage section breaks
- Create and add Building Blocks to galleries
- Use revision tracking
- Create simple forms
- Backstage View
- Customise the Ribbon

Duration: ½ day

Training

