

McMillan Bird

Word 2010 – Workshop 3

Duration: 1 day

Course Aim:

The aim of this course is to help make large document creation and updating easier by automating repetitious and often tedious formatting and reformatting.

Learning Outcomes

At the completion of this course participants will be able to:

- Manage Section Breaks
- Create and apply styles
- Create a Quick Style set
- Create and update a table of contents
- Create and attach templates
- Insert field codes to automate document headers and footers
- Create alternating headers and footers
- Control revision tracking
- Create and edit macros and assign to Ribbon
- Customise the Ribbon

Training