Microsoft Word 2010
A Series of Four Hands-on Workshops

Word 2010 – Advanced (Level 4 of 4)

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Duration
2.5 hours (An additional 30 minutes if needed for questions)

Overview
Word 2010 Advanced—the last in a series of four—rounds out the user’s knowledge-base in Word by learning about merging information from outside data sources (i.e., Excel), designing a form for distribution, and culminating in the actual production of a complex document using all the tools we have learned throughout the series of Word classes.

Who should attend
Anyone interested in becoming proficient at manipulating Word 2010, and designing documents with a professional touch.

Prerequisites
A strong working knowledge of both the fundamentals (Covered in Level 2: Word 2010 – Fundamentals), as well as some of the more advanced features of Word (Covered in Level 2: Word 2010 – Intermediate).

Topics to be covered
- Merging data from outside data sources with Word documents
- Mailing labels and envelopes
- Working with forms
- Sharing and securing documents
- Workshop Project – Putting it all together

The workshop is comprised of three primary elements:
1. PowerPoint presentation/lecture followed by demonstration of each task to be performed
2. Hands-on exercises designed to let the user execute the demonstrated tasks
3. Question session beginning with an audience response system (iClickers) where participants enter answers anonymously to a series of questions. If the response to a question indicates a less-than-optimal number of correct answers, the topic is reviewed again—this time with student participation.