Word 2010 – Intermediate (Level 3 of 4)

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

Overview
Word 2010 Intermediate — the third in a series of four — moves beyond the basic elements of Word 2010, and begins offering the user more options for document design. Having a working knowledge of these more advanced functions is essential when designing more complex documents, such as book chapters, tables, procedures, etc.

Who should attend
This is where the foundation takes off with new options for document creation. Word 2010 is versatile, and offers the user the ability to create complex forms, tables, newsletters, and much more.

Prerequisites
The user should be familiar with the primary elements of Word 2010 (Covered in Level 2: Word 2010 – Fundamentals)

Topics to be covered
- Using templates
- Outlines – A better way
- Sections
- Columns
- Proofing
- Page formatting
- Complex page layout
- Table of contents and indexes
- Footnotes
- References, citations
- Sections
- Inserting objects from other applications
- Adding graphics and SmartArt
- Watermarks
- Track changes
- Helpful shortcuts
- Best practices

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. The last portion of this class will be a workshop where it will be up to the students to re-create a document. If successful, you will be certain that the student has mastered Word 2010.