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# TECHNICAL COURSE DESCRIPTIONS

Centre for Staff Development & Technical Learning  
Talent Acquisition & Development, Human Resources  
York University

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For the current course schedule, please visit the [York Employee Learning Calendar](#).

Direct inquiries to [LDTech@yorku.ca](mailto:LDTech@yorku.ca).

The Centre for Staff Development & Technical Learning (CSDTL) can offer unit-specific training on technical learning topics not included in this document, including Microsoft Project and Microsoft Visio.

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## ACCESS 2010 FULL COURSES

### INTRODUCTION TO ACCESS 2010

#### LENGTH

6 hours over two days

#### AUDIENCE

Anyone upgrading from previous versions or anyone with little to no experience with Access. This course is designed to introduce the new v.2010 features and many of the powerful and time saving data entry, management and processing tools available within the Microsoft Access software application.

#### DESCRIPTION

During this instructor-led session, participants will work on: getting acquainted with the new interface, learning basic database terminology; planning and creating a basic database, creating basic objects – tables, queries, forms, reports; sorting and filtering data; printing database objects.

### INTERMEDIATE ACCESS 2010

#### LENGTH

6 hours over two days

#### PREREQUISITE

Participants must have attended *Introduction to Access 2010 (AC1010)* or demonstrate equivalent skills to the course instructor.

#### AUDIENCE

Anyone upgrading from previous versions or anyone who currently uses Access. This course is designed to introduce additional new v.2010 features as well as strengthen and enhance upon the database skills introduced in our Introductory session. Participants will learn additional productivity and data management techniques.

#### DESCRIPTION

During this instructor-led session participants will work on: compacting and repairing a database; backing up a database; exporting and linking files; customizing and formatting tables; controlling table data entry using table properties; creating and removing relationships; working with form and report controls; formatting form and reports; grouping and sorting reports; creating calculated controls; adding photos; sorting and filtering queries; using AND OR operators in queries; using the IIF function; multi-table queries; calculated fields; building expressions; summary queries; parameter queries; crosstab queries; action queries; and exporting queries.

## **ADVANCED ACCESS 2010**

### **LENGTH**

9 hours over three days

### **PREREQUISITE**

Participants must have attended *Introduction to Access 2010 (AC1010)* and Intermediate Access 2010 (AC1020) or demonstrate equivalent skills to the course instructor.

This course is held over three half days.

### **AUDIENCE**

Anyone upgrading from previous versions or anyone who currently uses Access. This course is designed to introduce more new v.2010 features as well as strengthen and enhance the database, analysis and management skills introduced in our intermediate session. The focus will be on advanced productivity and efficiency.

### **DESCRIPTION**

During this instructor-led session, participants will work on: referential integrity, table relationships, switchboards, modal dialogue boxes, subforms, limiting user access to forms, PivotTables and PivotCharts, macros and managing a database.

## EXCEL 2010 FULL COURSES

### INTRODUCTION TO EXCEL 2010

#### LENGTH

6 hours over two days

#### PREREQUISITE

Previous experience with Excel is not required, but participants are expected to have familiarity with Windows 7 and Microsoft Office 2010.

#### AUDIENCE

Any employee with responsibility for managing data or maintaining or developing Excel spreadsheets, or wishing to learn new skills.

#### DESCRIPTION

Anyone who manages data needs Excel! Learn the foundations of building a robust spreadsheet in this introductory-level course, which emphasizes powerful time-saving data entry features such as the Fill handle, and takes the phobia out of doing the math.

Participants will:

- Enter data into worksheet cells
- Insert and delete rows and columns
- Control how cut or copied data is pasted
- Move cells and groups of cells quickly with drag-and-drop
- Fill in incrementing or repeating data quickly with the Fill handle
- Perform calculations with formulas and functions
- Insert summary functions quickly using AutoSum
- Visualize data with charts
- Preview and print worksheets including repeating headers and footers and page numbering

### INTERMEDIATE EXCEL 2010

#### LENGTH

6 hours over two days

#### PREREQUISITE

Participants must have attended *Introduction to Excel 2010 (EX1010)* or have equivalent skills.

Participants who have not already learned how to create basic formulas and functions or to use the Fill handle will have difficulty with this course.

**AUDIENCE**

Any employee with responsibility for managing data or maintaining or developing Excel spreadsheets, or wishing to learn new skills.

**DESCRIPTION**

Get and stay organized with Excel's powerful features for managing, filtering and sorting large lists of data, and make it all look great with advanced features for formatting workbooks and worksheets. You'll also take calculations to the next level with logical and financial functions.

Participants will:

- Customize and manage workbooks and worksheets
- Freeze and hide worksheet rows and columns
- Use Data Lists to manage large amounts of data
- Sort and filter data lists
- Perform advanced logic with the IF function
- Calculate payments with financial functions
- Display the current date/time with the NOW function
- Format data using cell styles and advanced alignment features
- Link cells from different worksheets and workbooks using 3-D references
- Work with Excel templates

**ADVANCED EXCEL 2010****LENGTH**

6 hours over two days

**PREREQUISITE**

Participants must have attended *Intermediate Excel 2010 (EX1020)* or have equivalent skills.

Participants who have not already learned how to use formulas and functions or to work with data lists, including filtering and sorting data, will have difficulty with this course.

**AUDIENCE**

Any employee with responsibility for managing and analyzing data or maintaining or developing Excel spreadsheets, or wishing to learn new skills.

**DESCRIPTION**

A good spreadsheet solution is robust, free of errors and provides insight into data to help you to make decisions. Find the answers you need and always be informed with Excel's advanced data retrieval, auditing and analysis tools.

Participants will:

- Use named ranges to simplify formulas
- Retrieve values from a data list with the VLOOKUP function
- Keep an eye out for critical data with Conditional Formatting
- Visualize trends with Sparklines
- Ensure consistent data entry with Data Validation
- Summarize data with grouping, outlining and subtotals
- Analyze and cross-summarize data with Pivot Tables and Pivot Charts
- Audit worksheets to track down and correct errors
- Examine trends and alternatives with trendlines, scenarios and goal seek
- Consolidate data from multiple worksheets
- Share workbooks with other users, and manage conflicting edits
- Protect worksheets and workbooks from unwanted changes
- Automate repetitive tasks with macros

## EXCEL 2010 SHORT COURSES

### BASIC FORMULAS AND FUNCTIONS IN EXCEL 2010

#### LENGTH

1 hour

#### DESCRIPTION

Formulas are mathematical equations that calculate new values from existing values. A function is a preset formula that performs advanced calculations. You can use functions to perform such tasks as finding the average of a series of values, calculating the monthly payment for a loan, or extracting a record from a data list that matches conditions you specify.

In this one-and-a-half hour short course, participants will learn how to:

- Enter formulas
- Use cell references in formulas
- Understand absolute and relative cell reference
- Copy formulas
- Build Functions
- Use AutoSum and AutoCalculate
- Use Average, Min, Max and Count functions

### CHARTS IN EXCEL 2010

#### LENGTH

1 hour

#### DESCRIPTION

A chart is a graphical representation of the numbers from your spreadsheet. They turn data into a visual. With a chart you can transform spreadsheet data to show comparisons, patterns, and trends.

In this One hour short course, participants will learn how to:

- Select the best type of chart for the Excel data
- Insert a chart
- Elevate, rotate, resize and position charts
- Apply chart styles
- Change chart locations
- Add chart titles
- Move/remove a chart legend



- Add data tables
- Add chart titles
- Modify the data being used by the chart

## **GRADES MANAGEMENT IN EXCEL 2010**

### LENGTH

2 hours

### DESCRIPTION

Gradebooks present special challenges for managing data in Excel 2010. First, every course is different: it may be graded on several components, each of which consists of several sub-items, and so on. Inevitably, some assignments will be graded out of 50 but count for 15% of the final course grade. Finally, all this activity then has to be converted into a final numerical grade, and then into a letter grade!

In this course, participants will learn how to:

- Set up a grade book from a class list and course outline
- Use outlining to hide/show assignment detail columns
- Convert assignment grades to final numerical grades
- Calculate assignment, student and class averages
- Round final grades to whole numbers
- Use a Lookup function to convert numerical grades to letter grades
- Use a Countif function to show how many students in the course earned an A+, A, B, C, etc.

Participants in this course are expected to already have an introductory level of skill with Excel, including how to perform basic math using formulas (e.g., =B5+B6) and functions (e.g., =SUM(B5:B30)).

Prerequisite: Introduction to Excel 2010 (EX1010), or Basic Formulas & Functions in Excel, or equivalent experience.

## **SORTING, FILTERING AND DATA LIST FORMAT IN EXCEL 2010**

### LENGTH

1 hour

### DESCRIPTION

After this session, participants will be able to:

- Understand proper list format
- Sort lists based on single column and multiple columns as well as create custom sorts
- Work with autofilters
- Create advanced filters
- Apply and work with data tables

## **PIVOT TABLES IN EXCEL 2010**

### LENGTH

2 hours

### DESCRIPTION

Are you trying to make sense of your data? Do you find yourself repeatedly filtering and sorting your large collection of data to get counts and subtotals, jotting down numbers, and repeating that process to get the summary you need?

Whether you're dealing with financial transactions, applications, evaluations, inventory lists or room bookings, Pivot Tables can help you to easily subtotal, count, and analyze large amounts of data, revealing informative patterns and trends that can be clearly represented in table or chart format. Use this up-to-minute information for day-to-day decision making, or incorporate it into your reports and business cases to support long-term planning.

**Prerequisite:** Participants are expected to be familiar with using the **AutoFilter** feature of Excel to sort and filter data lists before attending this course.

In this two-hour short course, participants will learn how to:

- Prepare data in a format that is suitable for a pivot table analysis
- Create a pivot table based on worksheet data
- Set up the table with rows, columns, and summary values
- Rearrange (pivot) the layout of the table
- Filter and sort the table to focus on the most important information
- Add detail levels to the table, and collapse and expand levels
- Group values in the rows or columns of the table
- Convert a PivotTable to a PivotChart

## **LOTUS NOTES 8.5 FULL COURSES**

### **LOTUS NOTES 8.5 - CALENDARING AND TASK MANAGEMENT**

#### **LENGTH**

3 hours

#### **AUDIENCE**

Anyone upgrading from previous versions or anyone with little to no experience with Lotus Notes. Enhancing upon the concepts and basic skills introduced in our Overview session, this session will focus on the integrated connectivity and the many powerful and time saving features available for co-ordinating meetings, individual and shared scheduling, as well as sharing access to calendar and eMail information.

#### **DESCRIPTION**

During this instructor led, hands-on session, participants will strengthen their understanding of the integrated eMail and calendaring tools available within Lotus Notes 8.5. Participants will have hands-on opportunity to learn about: Booking and Co-ordinating Meetings and Resources; Inviting Others, Tracking Responses and Issuing Change Notices; Checking Availability of Others; Working with Individual and Shared Calendaring; Create, Assign and Track Tasks; Scheduling Management; Delegate Calendar Detail Access to Others; Agents for Others to View and/or Respond to eMail or Meeting Requests; as well as how Lotus Notes handles Security, Access and Permissions.

### **LOTUS NOTES 8.5 - MAIL & CONTACT MANAGEMENT**

#### **LENGTH**

3 hours

#### **AUDIENCE**

Anyone upgrading from previous versions or anyone with little to no experience with Lotus Notes. Enhancing upon the concepts and basic skills introduced in our Overview session, this session will focus on the integrated connectivity and the many powerful and time saving features available for working with eMail, eMail management and contact management.

#### **DESCRIPTION**

During this instructor led, hands-on session, participants will strengthen their understanding of the integrated eMail and calendaring tools available within Lotus Notes 8.5. Participants will have hands-on opportunity to learn about the many advanced features and options for: Working With eMail; Formatting Mail; Working With Attachments; Mail Options and Out of Office Notices; Folders and eMail Management; Address Books and Contact Management; Instant Messaging; and Working with the Lotus Notes Web Client.

## MACHFORM COURSES

### MACHFORM EDITING WORKSHOP

#### LENGTH

3 hours

#### PREREQUISITE

No previous experience with online forms is required but participants are expected to be comfortable working with a web browser and to have some familiarity with Excel 2010.

Participants must register at least two days in advance for this course. Late registrations cannot be accommodated.

#### AUDIENCE

This session is designed for any non-academic employees responsible for creating online forms and managing the data.

#### DESCRIPTION

Does your job involve gathering and managing information that's submitted to you by other people? Do you often find yourself:

- Cutting and pasting bits of data from your email into Excel or Word?
- Correcting inconsistencies like one person's name being sent to you as "Johnson, James" and another as "Mary Yan"?
- Reminding people to provide information they should have given you in the first place?

Stop all that! You can ensure that the data you collect is consistent, complete, and ready to use by gathering it with a form created in MachForm, an online system for creating fillable forms.

The MachForm Editing Workshop includes some instructor-led discussion and lots of hands-on practice in creating a form using either our training server or your own MachForm system. After participating, you will be able to use MachForm to create an online fillable form using appropriate field types and settings for the data you are collecting, enhance the form with multiple pages and drop-down menus, set up friendly email notifications, and efficiently manage the data you collect. You'll also learn how to maintain your forms and archive the data.

If you are unable to participate in the scheduled courses on this topic, consider using the self-study package available on [yorku.ca/ldtech](http://yorku.ca/ldtech)! Email us at [LDtech@yorku.ca](mailto:LDtech@yorku.ca) for more information.

## OFFICE 2010 GENERAL COURSES

### DESIGNING ACCESSIBLE DOCUMENTS

#### LENGTH

2 hours

#### AUDIENCE

This session is designed for any non-academic employees responsible for preparing documents that will be distributed electronically.

#### DESCRIPTION

As of January 2013, the Accessibility for Ontarians with Disabilities Act (AODA) requires that documents that are distributed electronically be made accessible to persons with disabilities upon request. In this class, participants will learn about the major categories (motor, cognitive, visual, hearing) and principles of accessibility, and about specific features and techniques in Microsoft Word, Excel and PowerPoint that should be used to ensure that electronic documents are as accessible as possible. We will also discuss converting documents to Adobe PDF, and testing documents for accessibility features.

### OFFICE 2010: MAKE AN IMPACT WITH GRAPHICS

#### LENGTH

3 hours

#### PREREQUISITE

*Word 2010: Foundations of Editing & Formatting* or equivalent skills.

#### AUDIENCE

Any employee with a need to create professional-looking graphics in Microsoft Office applications, or who wants an introduction to principles of manipulating graphics that will be useful in any application.

#### DESCRIPTION

A picture is worth a thousand words! Learn to integrate graphics into your Office documents with confidence: whether you are in search of the perfect illustration, have a photo on file, or want to draw something from scratch, this course will help you to present ideas with visual flair.

Participants will:

- Insert and resize, move, rotate and skew shapes
- Format shapes
- Group, align and distribute shapes
- Search for, insert and customize Clip Art images

- Insert, crop, adjust and format photos
- Control the position of graphics and how text flows around them in Word
- Use text boxes for pull quotes
- Capture a screenshot
- Create professional-caliber diagrams with SmartArt
- Ensure that graphics are accessible to persons with disabilities

## POWERPOINT 2010 FULL COURSES

### INTRODUCTORY/INTERMEDIATE POWERPOINT 2010

#### LENGTH

6 hours over two days

#### PREREQUISITE

No previous experience with PowerPoint is required, but participants are expected to have basic familiarity with Windows 7 and Microsoft Office 2010.

*Office 2010: Make an Impact with Graphics* is recommended for those without previous experience manipulating graphic objects.

#### AUDIENCE

Any York employee responsible for delivering presentations, providing support to those who do, or wishing to develop new skills.

#### DESCRIPTION

PowerPoint is the most popular presentation software on the market. Learn how simple it can be to create an impressive presentation with text and graphics, text animations and slide transitions. In addition to learning efficient editing, formatting, printing and presentation techniques, you'll also be treated to a wealth of tips and advice on how to avoid "Death by PowerPoint".

Participants will:

- Create, edit, format and rearrange slides
- Control bullets and numbering
- Apply York's accessible PowerPoint template to a document
- Save an existing PowerPoint document to use as a template
- Apply and customize design themes including default fonts, colours and backgrounds
- Animate text to appear point-by-point
- Apply visual slide transitions
- Preview and present in slide show mode
- Add and arrange graphics including text boxes, shapes and pictures
- Create SmartArt diagrams
- Create speaker's notes and print notes pages
- Save a presentation file as PDF handouts

## ADVANCED POWERPOINT 2010

### LENGTH

6 hours over two days

### PREREQUISITE

Participants are expected to have taken *Introductory/Intermediate PowerPoint 2010 (PP1010)* or have the equivalent skills.

### AUDIENCE

Any York employee responsible for delivering presentations, providing support to those who do, or wishing to develop new skills.

### DESCRIPTION

Take your presentations to the next level by incorporating charts, video and audio, and your own animated graphics. Create customized presentations for different audiences and learn about the wide variety of ways that you can present and distribute your PowerPoint presentations, from voice narrations and self-running “kiosk” mode to creating a video or packaging a presentation to use elsewhere.

Participants will:

- Insert charts and data from Excel
- Add and control movies and sound
- Create custom animated graphics
- Customize a presentation for specific audiences
- Add hyperlinks and navigation buttons
- Narrate a presentation file
- Customize Master Slides, Notes and Handouts
- Build a picture slide show
- Save a presentation as a video
- Package a presentation along with its related files



## **POWERPOINT 2010 SHORT COURSES**

### **AUDIO, VIDEO AND ANIMATION IN POWERPOINT 2010**

#### **LENGTH**

2 hours

#### **DESCRIPTION**

You can animate the text, pictures, shapes, tables, SmartArt graphics and other objects in your Microsoft PowerPoint presentation to give them visual effects, including entrances, exits, changes in size or color and even movement.

Adding audio and video to your presentation helps you to grab and keep the attention of your audience. You can emphasize key points, control the focus of the discussion, and entertain in ways that will make your message memorable.

In this two hour short course, participants will learn how to:

- Insert a video from a file
- Play a video and control playback options
- Delete a video
- Trim and/or fade the beginning and end of a video clip
- Insert sound from a file
- Record audio directly into PowerPoint
- Narrate a presentation slide-by-slide
- Adjust slide timings
- Apply animation to text and objects

## **SLIDE MASTERS IN POWERPOINT 2010**

### **LENGTH**

1 hour

### **DESCRIPTION**

Slide masters store information about a presentation's default background, colours, fonts, and placeholder sizes and positions. Editing the slide master allows you to quickly make updates to all of the slides in your presentation, and to create custom slide layouts that meet your needs.

Participants should have a basic working knowledge of PowerPoint before attending this course.

In this one-hour short course, participants will learn how to:

- View the master slide and layouts of a presentation
- Use the main slide master to change the default appearance of the presentation's title and content placeholders
- Modify the appearance of a specific slide layout
- Add a new custom layout to a slide master set
- Add a second slide master (and a second design theme) to a presentation
- Control the reading order of the items on a slide layout, to improve the accessibility of the document

## WORD 2010 FULL COURSES

### WORD 2010: FOUNDATIONS OF EDITING & FORMATTING TEXT

#### LENGTH

3 hours

#### PREREQUISITE

It is assumed that participants already have basic computing skills including using the keyboard and mouse, opening and saving documents, and using commands on the Office 2010 ribbon interface.

#### AUDIENCE

Open to all current York employees who are responsible for creating documents using Microsoft Word 2010.

#### DESCRIPTION

Do you ever wonder whether you're using Word 2010 in the most efficient, effective way possible? Recent versions of Word have introduced new features and techniques that change the approach we should take to building a correctly-formatted and structured document.

This course reviews the foundations of editing and formatting text in Word 2010, emphasizing correct technique and strategies for working efficiently.

Participants will:

- Define the default fonts for headings and body text
- Adjust character scale, spacing and position
- Use correct techniques for Paragraph formatting
- Modify the default paragraph formatting
- Clear formatting from characters and paragraphs
- Format headings correctly for document accessibility
- Work with the Undo and Redo/Repeat menus
- Format and manage bulleted and numbered lists
- Insert symbols and special characters
- Use shortcuts for selecting and moving text
- Control how cut or copied text is pasted into a document
- Copy and paste formatting
- Create, edit and remove hyperlinks to websites and email addresses
- Go to a specific page within a document
- Find and replace text
- Use AutoText to save text to reuse in other documents

## WORD 2010: FOUNDATIONS OF DOCUMENT DESIGN

### LENGTH

3 hours

### PREREQUISITE

*Word 2010: Foundations of Editing & Formatting* or equivalent skills.

### AUDIENCE

Any current York employee responsible for creating document using Microsoft Word 2010.

### DESCRIPTION

Do you ever wonder whether you're using Word 2010 in the most efficient, effective way possible? Recent versions of Word have introduced new features and techniques that change the approach we should take to building a correctly-formatted and structured document.

This course reviews the foundations of designing a document in Word 2010, emphasizing correct technique and strategies for working efficiently.

Participants will:

- Apply page layout settings: margins, paper orientation, size
- Use Style Sets and Themes to redesign a document
- Modify built-in styles, create new styles and remove unused styles
- Add text and picture watermarks
- Create borders and shading around paragraphs
- View non-printing characters
- Align text with tabs
- Control where page breaks and line breaks may occur
- Create basic headers, footers and page numbering
- Format text into flowing columns
- Use section breaks to change page layout in the middle of a document
- Change header/footer content in the middle of a document
- Save a document as a reusable template
- Convert a document to PDF including a bookmarks menu

## WORD 2010: MANAGE LONG DOCUMENTS

### LENGTH

3 hours

### PREREQUISITE

*Word 2010: Foundations of Editing & Formatting* AND *Word 2010: Foundations of Document Design*, or equivalent skills and experience.

### AUDIENCE

Any employee who is responsible for writing or assembling long or complex documents.

### DESCRIPTION

Do you know what gutter margins are? Can you generate a table of contents in 10 seconds flat?

Be ready to prepare documents suitable for print publication with this course, where you'll learn how to use Word 2010 to use the layout features and navigational aids needed to create professional-quality long documents such as major reports or chaptered books.

Participants will:

- Format a document for back-to-back printing
- Create headers and footers that differ on even and odd pages
- Save a customized header to reuse in other documents
- Create a preface section with roman page numbering
- Insert and customize a table of contents
- Create and maintain an index of key words
- Insert captions, and create a table of captions
- Create bookmarks
- Insert cross-references to headings and bookmarks
- Create numbered headings
- Navigate within a long document using headings, graphics and tables
- Find and replace formatting and special characters
- Record macros to automate repetitive tasks
- Add a command to the Quick Access Toolbar

## WORD 2010: WRITE & REVISE EFFICIENTLY

### LENGTH

3 hours

### PREREQUISITE

*Word 2010: Foundations of Editing & Formatting* or equivalent skills.

### AUDIENCE

Any employee responsible for writing content using Microsoft Word 2010.

### DESCRIPTION

Whether you write independently, work collaboratively with other people, or are responsible for incorporating other people's editorial suggestions into a document, Word 2010 can help you to stay organized and work efficiently and effectively at all stages of the writing process from outlining and drafting through revision and final editing and proofing.

Participants will learn how to:

- Use the Navigation pane to outline and organize a document
- Insert footnotes and endnotes
- Insert and review comments
- Track and process changes made by reviewers of a document
- Compare and combine different versions of a document
- Remove change history, comments and other private information from a document before distributing it
- Protect documents from unwanted editing
- Use multiple windows and split screen to manage open documents
- Customize spell check, grammar check and language settings
- Use the Thesaurus and other research tools
- Use AutoCorrect to create typing shortcuts and control formatting as you type

## **WORD 2010: INCORPORATE & PRESENT DATA**

### LENGTH

3 hours

### PREREQUISITE

*Word 2010: Foundations of Editing & Formatting AND Word 2010: Foundations of Document Design*, or equivalent skills.

### AUDIENCE

Any employee responsible for writing or assembling documents that involve working with data, including tables, Excel charts and worksheets, form letters, and mailing labels.

### DESCRIPTION

Do your reports include data presented in tables, or data and charts that already exist in Excel? Do you ever find yourself repetitively cutting and pasting names and addresses into letters or labels? Whether you need to present data, incorporate data and charts from an existing Excel workbook, or merge data into form letters and labels, this course will teach you how to manage data in Word 2010.

Participants will learn how to:

- Align and display tabular data
- Format tables quickly and easily, and customize table formatting
- Convert delimited text to a table
- Sort table data
- Ensure that tables are accessible to persons with disabilities
- Insert existing Excel worksheet data or a chart into a document
- Manage links to data stored in an external file
- Insert a new chart and enter data from scratch
- Format for printing an envelope
- Use Mail Merge to create form letters, labels and a directory from a list of addresses

## **WORD 2010 SHORT COURSES**

### **MAIL MERGE IN WORD 2010**

#### **LENGTH**

1.5 hours

#### **DESCRIPTION**

After this session, participants will be able to:

- Create Form Letters
- Choose a Main Document
- Create a Data Source File
- Insert Merge Fields
- Merge Files
- Select Mailing Labels
- Use Alternate Data Sources

### **STYLES AND THEMES IN WORD 2010**

#### **LENGTH**

1 hour

#### **DESCRIPTION**

Styles are perhaps the most important and least-used feature in Microsoft Word! They allow you to format a document quickly and efficiently, re-format it in seconds, and work with Word's advanced features.

In this one hour short course, participants will learn how to:

- Structure a document with Word's Quick Styles
- Use the Design Themes feature to quickly redesign a styled document
- Modify existing styles and create new ones
- Reorganize a structured document quickly and efficiently

### **TABS AND INDENTS IN WORD 2010**

#### **LENGTH**

1 hour

#### **DESCRIPTION**

Tabs are a paragraph-formatting feature used to align text. They give you more control over the placement of text. Indentation determines the distance of the paragraph from either the left or the



right margins. Within the margins, you can increase or decrease the indentation of a paragraph or group of paragraphs.

In this one hour short course, participants will learn how to:

- Set left and right indents
- Add hanging and First line indents
- Insert left, center, right and decimal tabs
- Modify and delete tabs
- Create dot leader tabs