

# Word 2010 Expert Workshop

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This workshop is designed to go beyond a basic understanding and to explore the more advanced features of Word 2010 in a practical way. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the advanced features right on a computer.

In this Word 2010 Expert workshop, you will cover some of the more advanced tasks like Mail Merge, Tracking Documents, Working with Templates, Reusable and Linked Content, and other research and review tasks.

## Workshop Objectives:

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- Understand document Information
- Protect a document
- Manage versions
- Customize Word Options
- Create and use customized building blocks and Autotext
- Apply a template to an existing document
- Use different headers and footers in a document
- Use text box links
- Merge different versions of a document
- Track comments in a combined document
- Create a mail merge
- Create a master document
- Insert or create a subdocument
- Merge and split subdocuments
- Lock a master document
- Record or run a macro
- Create a form



For more information or to reserve your spot in this workshop, please contact:

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