

# Intermediate Applications of Word 2010

What You Will Learn.....	1
Using Templates to Create Special Purpose Documents.....	2
Browsing the Available Templates.....	3
Adding Content to a Document Based on a Template.....	4
Creating a Document from a Locally Stored Template.....	5
Searching for a Template on Office.com.....	6
Exercise 1: Downloading and Using Templates.....	7
Working with Tables.....	8
Inserting a Table.....	8
Entering Table Data.....	12
Selecting and Navigating a Table.....	12
Inserting and Deleting Rows and Columns.....	14
Resizing Columns and Rows.....	16
Moving Columns and Rows.....	21
Moving a Table.....	22
Merging and Splitting Cells.....	22
Aligning Tables and Table Text.....	24
Applying Borders and Shading.....	25
Creating a Header Row.....	28
Splitting a Table.....	28
Exercise 2: Working with Tables.....	29
Using Mail Merge to Create Form Letters.....	31
Creating a New Mail Merge.....	32
Filtering the Recipient List.....	38
Sorting Records.....	39
Creating a Mail Merge Document by Typing a New List.....	40
Exercise 3.....	44
Exercise 4 (Optional).....	46
Exercise 5 (Optional).....	47
Formatting Text, Paragraphs, and Pages.....	48
Adding Spacing Between Paragraphs.....	49
Controlling Text Flow.....	51
Preventing Widows and Orphans.....	52
Keeping One Paragraph with the Next.....	52

Keeping Lines Together.....	53
Adding a Page Break Before a Paragraph.....	53
Inserting Page Breaks .....	54
Creating a Hard Page Break.....	54
Removing a Hard Page Break.....	55
Adding a Blank Page .....	55
Inserting a Cover Page.....	56
Exercise 6: Applying Formatting and Controlling Text Flow .....	57
Working with Headers and Footers .....	58
Inserting a Header or Footer .....	58
Switching Between the Header/Footer and Main Document .....	59
Changing the Header/Footer Design.....	60
Using the Header & Footer Tools to Customize the Header and Footer .....	60
Removing a Header or Footer.....	64
Inserting Page Numbers .....	64
Working with Sections.....	66
Inserting a Section Break .....	66
Displaying the Section Number in the Status Bar .....	68
Customizing the Page Setup Options for Sections .....	69
Working with Headers and Footers in Multiple-Section Documents.....	71
Changing Page Numbering for Different Sections .....	72
Deleting a Section Break .....	74
Exercise 7: Working with Sections and Page Layout.....	75
Using Themes .....	76
Using the Default Theme Fonts and Colors.....	76
Applying a Different Theme.....	77
Saving a Custom Theme .....	78
Restoring the Default Theme .....	78
Appendix A: Converting Text to a Table .....	79
Appendix B: Sorting a Table .....	81
Appendix C: Using the Mail Merge Wizard.....	82
Appendix D: Understanding Word File Formats.....	86
Appendix E: Word 2010 Default Font and Paragraph Formatting.....	89
Appendix F: Keyboard Shortcuts.....	92
Appendix G: Solutions to Exercises .....	94