

Course Code: VTLOKMWAX
Duration: 2 Days (14 Hours)
SkillsConnect SDF Approved Course

 Eligible for: SkillsFuture Credit
 SDF Grant ▪ PIC Scheme


Course Brief

A 2-day hands-on follow on course designed to equip user who need to handle long documents that spans several chapters or numerous pages that can be quickly referenced or located. Further impress readers with suitable diagrams and charts to enhance details. You will also learn how to prepare letters for mass distribution easily.

You will learn how to effectively handle long documents in view of maintaining such documents when changes are required. When a document is properly and correctly prepared, applying changes is easy.

Discover how to customise your ribbon (known as the Tool bar in versions 2003 and older) to suit your personal comfort to quickly access functions.

This course is designed with appropriate hands-on exercises to allow you to practice key lessons taught to help you handle long documents, document distribution and data collection easily.

Course Outline

WORKING WITH LONG DOCUMENT

- Table of Contents
- Table of Index
- Table of Figures
- Bookmark and Cross Reference
- Footnotes and Endnotes

WORKING WITH MAIL MERGE

- Understanding Mail Merge
- Prepare Data in Excel for Mail Merge
- Set Up the Main Document (Letter)
- Connect the Document to a Data Source
- Refine a List of Recipients
- Filter Records
- Adding Recipients
- Compose a Mail Merge Letter
- Preview, and Complete the Merge
- Save the Main Document
- Set Up the Envelopes for Mail Merge

COLLABORATING WITH OTHERS

- Track and Managing Document Changes
- Activate/ Deactivate Track Changes
- Review Changes
- Change the Way Markup is Displayed
- Encrypt Document and Set a Password
- Add Protection to a Document

MAKING WORD 2010 EASIER

- Create and Use Building Block
- Use Fields
- Use Macro

WORKING WITH FORMS

- About Forms
- Build the Form Framework
- Protect Form from Distribution

WORKING WITH DIAGRAMS AND CHARTS

- Diagram and Chart

CUSTOMISING WORD (OPTIONAL)

- Change Default Word Options
- Customise Quick Access Toolbar
- Assign or Remove a Keyboard Shortcut
- Customise the Ribbon

This Course Is For

Learners who have attended our Microsoft Word 2010 Basic to Intermediate course or for users with good working knowledge and experience in using Microsoft Word 2010

Public Sector - Division 1, 2 & 3
 Private Sector - Applicable to All

Course Fee

S\$320.00 before GST
 S\$342.40 after GST

Related Courses

- MS Word 2010 Advanced

Four Ways to Register

- 1) By e-mail/Fax
 Download Registration form
- 2) Online Sign Up via our website
- 3) By HRMS-2 / ACE System
 For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our **Course Code** and **Course Date**. Be sure to inform them that the Training Provider is **Oaks Training**
- 4) By Phone: Call 6423-1183

Customisation/Request

We can:

- Customise this course
- Conduct In-house Training
- Conduct Evening/Saturday Classes



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For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.