

Microsoft® Office Word 2010: Level 3

Course Length 1 Day

Course Description

Course Objective: You will create, manage, revise, and distribute documents.

Target Student: This course is designed for persons who want to gain skills necessary to manage lengthy documents, collaborate with others, and secure documents.

Prerequisites: Students should be able to use Microsoft® Office Word 2010 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Students should also be able to use a web browser and an email program. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work. To ensure your success, you need to first take the following Element K courses or have equivalent knowledge:

- Microsoft® Office Word 2010: Level 1
- Microsoft® Office Word 2010: Level 2

Course Objectives

Upon successful completion of this course, students will be able to:

- Use Word with other programs.
- Collaborate on documents.
- Manage document versions.
- Add reference marks and notes.
- Simplify the use of long documents.
- Secure a document.
- Create forms.

Course Content

Lesson 1: Using Microsoft Office Word 2010 with Other Programs

- Topic 1A:** Link a Word Document to an Excel Worksheet
- Topic 1B:** Send a Document Outline to Microsoft® Office PowerPoint®
- Topic 1C:** Send a Document as an Email Message

Lesson 2: Collaborating on Documents

- Topic 2A:** Modify User Information
- Topic 2B:** Send a Document for Review
- Topic 2C:** Review a Document
- Topic 2D:** Compare Document Changes
- Topic 2E:** Merge Document Changes
- Topic 2F:** Review Track Changes and Comments
- Topic 2G:** Coauthor a Document

Lesson 3: Managing Document Versions

- Topic 3A:** Create a New Document Version
- Topic 3B:** Compare Document Versions
- Topic 3C:** Merge Document Versions

Lesson 4: Adding Reference Marks and Notes

- Topic 4A:** Insert Bookmarks
- Topic 4B:** Insert Footnotes and Endnotes
- Topic 4C:** Add Captions
- Topic 4D:** Add Hyperlinks
- Topic 4E:** Add Cross-References
- Topic 4F:** Add Citations and a Bibliography

Lesson 5: Simplifying the Use of Long Documents

- Topic 5A:** Insert Blank and Cover Pages
- Topic 5B:** Insert an Index
- Topic 5C:** Insert a Table of Figures
- Topic 5D:** Insert a Table of Authorities
- Topic 5E:** Insert a Table of Contents
- Topic 5F:** Create a Master Document

Lesson 6: Securing a Document

- Topic 6A:** Hide Text
- Topic 6B:** Remove Personal Information from a Document
- Topic 6C:** Set Formatting and Editing Restrictions
- Topic 6D:** Add a Digital Signature to a Document
- Topic 6E:** Set a Password for a Document
- Topic 6F:** Restrict Document Access

Lesson 7: Creating Forms

Topic 7A: Add Form Fields to a Document

Topic 7B: Protect a Form

Topic 7C: Automate a Form

Appendix A: Office Word Mobile 2010