
Microsoft® Office Word 2010: Level 3

Course length: 1.0 day(s)

Course Objective: You will create, manage, revise, and distribute 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 Content

Lesson 1: Using Microsoft Office Word 2010 with Other Programs

Link a Word Document to an Excel Worksheet
Send a Document Outline to Microsoft® Office PowerPoint®
Send a Document as an Email Message

Lesson 2: Collaborating on Documents

Modify User Information
Send a Document for Review
Review a Document
Compare Document Changes
Merge Document Changes
Review Track Changes and Comments
Coauthor a Document

Lesson 3: Managing Document Versions

Create a New Document Version
Compare Document Versions
Merge Document Versions

Lesson 4: Adding Reference Marks and Notes

Insert Bookmarks
Insert Footnotes and Endnotes
Add Captions

Add Hyperlinks
Add Cross-References
Add Citations and a Bibliography

Lesson 5: Simplifying the Use of Long Documents

Insert Blank and Cover Pages
Insert an Index
Insert a Table of Figures
Insert a Table of Authorities
Insert a Table of Contents
Create a Master Document

Lesson 6: Securing a Document

Hide Text
Remove Personal Information from a Document
Set Formatting and Editing Restrictions
Add a Digital Signature to a Document
Set a Password for a Document
Restrict Document Access

Lesson 7: Creating Forms

Add Form Fields to a Document
Protect a Form
Automate a Form