

Microsoft® Office Word 2010: Level 3

Duration: 1.0 day

Description

Students will create, manage, revise, and distribute documents.

Audience

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, students should first take *Microsoft Office Word 2010 Level 1* and *Microsoft Office Word 2010 Level 1* or have equivalent knowledge

Topics

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

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

MANAGING DOCUMENT VERSIONS

- Create a New Document Version
- Compare Document Versions

- Merge Document Versions

ADDING REFERENCE MARKS AND NOTES

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Add Hyperlinks
- Add Cross-References
- Add Citations and a Bibliography

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

SECURING A DOCUMENT

- Hide Text
- Remove Personal Information from a Document

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- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document
- Set a Password for a Document
- Restrict Document Access

CREATING FORMS

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