Microsoft Office Word 2007: Level 3

Course Duration: 1 day

Course Description:

You know to use Microsoft® Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.

Course Objective:

You will create, manage, revise, and distribute long documents.

Target Student:

This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents. In addition, it will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft® Office Word 2007.

Prerequisites:

Students should be able to use Microsoft® Office Word 2007 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. A basic understanding of XML would also be helpful. 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 success, you need to first take the following courses or have equivalent knowledge:

- Microsoft® Office Word 2007: Level 1

- Microsoft® Office Word 2007: Level 2

Certification:

This course is one of a series of courseware titles that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.

Performance-Based Objectives:

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

- Use Microsoft Office Word 2007 with other programs.
- Collaborate on documents.
- Manage document versions.
- Add reference marks and notes.
- Make long documents easier to use.
- Secure a document.

**For more information, or to book your course, please call Sense IT on 0870 4296445
Or visit our web site –www.sensetraining.co.uk**

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Course Content

Lesson 1: Using Microsoft® Office Word 2007 with Other Programs
Topic 1A: Link to a Microsoft® Office Excel® 2007 Worksheet
Topic 1B: Link a Chart to Excel Data
Topic 1C: Send a Document Outline to Microsoft® Office PowerPoint®
Topic 1D: Extract Text from a Fax
Topic 1E: 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

Lesson 3: Managing Document Versions
Topic 3A: Create a New Version of a Document
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: Making Long Documents Easier to Use
Topic 5A: Insert Blank and Cover Pages
Topic 5B: Insert an Index
Topic 5C: Insert Table of Figures
Topic 5D: Insert Table of Authorities
Topic 5E: Insert Table of Contents
Topic 5F: Create a Master Document
Topic 5G: Automatically Summarize a Document

Lesson 6: Securing a Document
Topic 6A: Update a Document's Properties
Topic 6B: Hide Text
Topic 6C: Remove Personal Information from a Document
Topic 6D: Set Formatting and Editing Restrictions
Topic 6E: Add a Digital Signature to a Document
Topic 6F: Set a Password for a Document
Topic 6G: Restrict Document Access

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