Microsoft Office Word 2010: Level 3

Course Duration: 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 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

Course content continues on the next page:

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this course:**

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

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