

SOFTWARE TRAINING CENTER

Word 2010 Level 3

Duration: 1 Day

Course Overview:

This course was designed for the experienced Word user who wants to use Word 2010 to create and manage longer, more complex documents, utilize Word's collaboration tools, or integrate text and data between Word and other Microsoft Office programs. You will also learn how to secure a Word 2010 document and how to create a Form using Form Fields and Form Automation.

Who Should Attend: This course will benefit Word 2010 users who deal with larger and more complex documents or regularly work with others in the document creation and modification process.

Prerequisites: Before starting this course, students are recommended to take the Word 2010 Level 1 and Level 2 courses or have the equivalent skills and knowledge.

Course Outline:

Using Microsoft Office Word 2010 with Other Programs

- Link a Word Document to an Excel Worksheet
- Send a Document Outline to 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
- 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

Appendix A: Office Word Mobile 2010