



MS OFFICE - WORD 2010 - LEVEL 3

OVERVIEW

In this course, students will create, manage, revise, and distribute long documents.

Duration - 1 Day

OBJECTIVES

Upon successful completion of this course, students will be able to: - use Microsoft Office Word 2010 with other programs. - collaborate on documents. - manage document versions. - add reference marks and notes. - make long documents easier to use. - secure a document. - create forms. - use XML in Word.

WHO SHOULD ATTEND?

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 2010.

PREREQUISITE COMMENTS

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. 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.

SUMMARY CONTENT

Lesson 1:

Using Microsoft Office Word 2010 with Other Programs
Link a Word Document to Data in 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



Save and Share a Document for Review
Review a Document
Compare Document Changes
Merge Document Changes
Review Track Changes and Comments
Co-author a Document

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Lesson 3:

Managing Document Versions
Create a New Version of a Document
Compare Document Versions
Merge Document Versions

Lesson 4:

Adding Reference Marks and Notes
Insert Bookmarks
Insert Footnotes and Endnotes
Add Hyperlinks
Add Cross-References
Add Citations and a Bibliography

Lesson 5:

Making Long Documents Easier to Use
Insert Blank and Cover Pages
Insert an Index
Insert Table of Figures
Insert Table of Authorities
Insert Table of Contents
Create a Master Document
Automatically Summarize a Document

Lesson 6:

Securing a Document
Update a Document's Properties
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
 Save Form Data as Plain Text
 Automate a Form

Lesson 8:

Using XML in Word
 Tag an Existing Document
 Transform an XML Document