

Microsoft® Office Word 2007 Level 3 of 3

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$295+ GST

Course Description

You know how 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 final stage of the three course series training, you will use Word to create, manage, revise, and distribute long documents and forms.

Performance-Based Objectives

Upon successful completion of this course, you 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.

Course Content

Using Word 2007 with Other Programs

- Link to an Excel Worksheet
- Link a Chart to Excel Data
- Send a Document Outline to PowerPoint
- Extract Text from a Fax
- 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

Managing Document Versions

- Create a New Version of a Document
- 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

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

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