

Microsoft Office Word 2010 Level 3 of 3

Course Length: 1-day (8:30am – 4:00pm)

Course Cost: \$295+ GST

Course Description

You will create, manage, revise and distribute documents. This course is designed for persons who want to gain skills necessary to manage lengthy documents, collaborate with others, and secure documents.

Performance-Based Objectives

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

- ✓ Use Word with other programs.
- ✓ Collaborate on documents.
- ✓ Manage document revisions.
- ✓ Add reference marks and notes.
- ✓ Simplify the use of long documents.
- ✓ Secure a document.
- ✓ Create forms.

Course Content

Using Microsoft Office Word 2010 with Other Programs

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