



## 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





**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

