

# **Microsoft Word 2007: Level III**

## **Course Description:**

In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms.

## **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® Word 2007.

## **Prerequisites:**

Word 2007 - Level 1

Word 2007 - Level 2

## **Course Objectives:**

Upon successful completion of this course, students 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 Modules:**

### **Using Microsoft Office Word 2007 with Other Programs**

Link to a Microsoft® Office Excel® 2007 Worksheet

Link a Chart to Excel Data

Send a Document Outline to Microsoft® Office 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