

# Microsoft® Office Word 2007: Level 3

Course length: 1.0 day(s)

## Course Description

You know 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 course, you will use Word to create, manage, revise, and distribute long documents and forms.

**Course Objective:** You will create, manage, revise, and distribute long documents.

**Target Student:** 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 2007.

**Prerequisites:** Students should be able to use Microsoft® Office Word 2007 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. To ensure success, you need to first take the following courses or have equivalent knowledge:

- Microsoft® Office Word 2007: Level 1
- Microsoft® Office Word 2007: Level 2

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## 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 Content**

### **Lesson 1: Using Microsoft® Office Word 2007 with Other Programs**

- Topic 1A: Link to a Microsoft® Office Excel® 2007 Worksheet
- Topic 1B: Link a Chart to Excel Data
- Topic 1C: Send a Document Outline to Microsoft® Office PowerPoint®
- Topic 1D: Extract Text from a Fax
- Topic 1E: Send a Document as an Email Message

### **Lesson 2: Collaborating on Documents**

- Topic 2A: Modify User Information
- Topic 2B: Send a Document for Review
- Topic 2C: Review a Document
- Topic 2D: Compare Document Changes
- Topic 2E: Merge Document Changes
- Topic 2F: Review Track Changes and Comments

### **Lesson 3: Managing Document Versions**

- Topic 3A: Create a New Version of a Document
- Topic 3B: Compare Document Versions
- Topic 3C: Merge Document Versions

### **Lesson 4: Adding Reference Marks and Notes**

- Topic 4A: Insert Bookmarks
- Topic 4B: Insert Footnotes and Endnotes
- Topic 4C: Add Captions
- Topic 4D: Add Hyperlinks
- Topic 4E: Add Cross-References
- Topic 4F: Add Citations and a Bibliography

### **Lesson 5: Making Long Documents Easier to Use**

- Topic 5A: Insert Blank and Cover Pages
- Topic 5B: Insert an Index
- Topic 5C: Insert Table of Figures
- Topic 5D: Insert Table of Authorities
- Topic 5E: Insert Table of Contents
- Topic 5F: Create a Master Document
- Topic 5G: Automatically Summarize a Document

### **Lesson 6: Securing a Document**

- Topic 6A: Update a Document's Properties
- Topic 6B: Hide Text
- Topic 6C: Remove Personal Information from a Document
- Topic 6D: Set Formatting and Editing Restrictions
- Topic 6E: Add a Digital Signature to a Document
- Topic 6F: Set a Password for a Document
- Topic 6G: Restrict Document Access