

Word 2007 - Level 3

Duration: 1 day

Overview:

In this course, student will learn basic concepts required to produce basic business documents. They will create, edit, and enhance standard business documents using Microsoft® Office Word 2007.

Target Audience:

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.

Pre-requisites:

Before attending this course, students must have:

- Word 2007 - Level 1
- Word 2007 - Level 2

At Course Completion:

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

Module 1: 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

Module 2: 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

Module 3: Managing Document Versions

- Create a New Version of a Document
- Compare Document Versions
- Merge Document Versions

Module 4: Adding Reference Marks and Notes

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Add Hyperlinks
- Add Cross-References
- Add Citations and a Bibliography

Module 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

Module 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