

Word 2007 - Level 3

Days of Training: 1

Overview

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

Prerequisites

- Word 2007 - Levels 1 and 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
- Creating forms
- Use XML in Word

WORD2007L3

Lesson 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

Lesson 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

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 Captions
- 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