



Microsoft® Word (Level 3)

Description: This course will teach participants how to insert and customize all sorts of exciting Word objects, including pictures, Clip Art, screenshots, shapes, text boxes, watermarks, Building Blocks, Quick Parts, SmartArt, tables, charts, and equations. Highlights of the course include a discussion of the new Background Removal tool, an overview of new artistic effects for pictures, information on the new cropping tools, steps to create a custom watermark, and complete coverage of the contextual tabs for each object.

Lesson 1: Using Microsoft Office Word with Other Programs

- Link a Word Document to 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
- Send a Document for Review
- Review a Document
- Compare Document Changes
- Merge Document Changes
- Review Track Changes and Comments
- Coauthor a Document

Lesson 3: Managing Document Versions

- Create a New Document Version
- 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: Simplifying the Use of Long Documents

- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Figures
- Insert a Table of Authorities
- Insert a Table of Contents
- Create a Master Document

Lesson 6: Securing a Document

- 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
- Automate a Form