



Word 2010 Advanced

(1 day course)

Course Description

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

Target Student: This course is designed for persons who want to gain skills necessary to manage lengthy documents, collaborate with others, and secure documents.

Prerequisites: Students should be able to use Microsoft® Office Word 2010 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. 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 your success, you need to first take Word 2010 Introduction and Intermediate or have the equivalent knowledge:

Performance-Based Objectives

Upon successful completion of this course, students will be able to: use Word with other programs.

- collaborate on documents.
- manage document versions.
- add reference marks and notes.
- simplify the use of long documents.
- secure a document.
- create forms.

Course Content

Lesson 1: Using Microsoft Office Word 2010 with Other Programs

Topic 1A: Link a Word Document to an Excel Worksheet

Topic 1B: Send a Document Outline to Microsoft® Office PowerPoint®

Topic 1C: 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

Topic 2G: Coauthor a Document

Lesson 3: Managing Document Versions

Topic 3A: Create a New Document Version

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: Simplifying the Use of Long Documents

Topic 5A: Insert Blank and Cover Pages

Topic 5B: Insert an Index

Topic 5C: Insert a Table of Figures

Topic 5D: Insert a Table of Authorities

Topic 5E: Insert a Table of Contents

Topic 5F: Create a Master Document

Lesson 6: Securing a Document

Topic 6A: Hide Text

Topic 6B: Remove Personal Information from a Document

Topic 6C: Set Formatting and Editing Restrictions

Topic 6D: Add a Digital Signature to a Document

Topic 6E: Set a Password for a Document

Topic 6F: Restrict Document Access

Lesson 7: Creating Forms

Topic 7A: Add Form Fields to a Document

Topic 7B: Protect a Form

Topic 7C: Automate a Form