



Microsoft® Word 2010 Level 3

Course Description:

This course is the third in a series of three Microsoft® Office Word 2010 courses. You will learn to use Word to create, manage, revise, and distribute long documents and forms.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn to manage long documents, collaborate with others and secure documents.

Upon successful completion of this course, students will be able to:

- Use Mail Merge
- Use Word with other programs
- Collaborate on documents
- Manage document versions
- Add reference marks and notes
- Make long documents easier to use
- Secure a document

Prerequisite: Microsoft® Word Level 1 and 2 or comparable Word experience.

Course Outline

Automate Word

- Use Mail Merge
- Mail Merge labels and directories
- Use macros
- Use formulas in tables

Work with Comments/Revisions

- Track and Show markup options
- Accept/Reject changes

Create Special Tables

- Create a table of contents
- Create citations and bibliographies
- Create a table of authorities
- Create an index
- Create master documents

Record a Macro

Document Templates

- Create a document template

Finalize a Document

- Protect a document

Customize and Specialize Word

- Customize word preferences
- Use word HTML features

Protect a Document