

# Microsoft® Office Word 2010: Level 3

Duration: 1 Day

Method: Instructor-Led

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*Certification: Microsoft® Office Specialist (MOS): Microsoft® Office Word 2010  
Expert Exam 77-887*

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## Course Description

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 the following Logical Operation courses or have equivalent knowledge:

- Microsoft® Office Word 2010: Level 1
- Microsoft® Office Word 2010: Level 2

## Course 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 Topics

### 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

### Appendix A: Office Word Mobile 2010