



**REAL WORLD**  
TECHNOLOGY TRAINING & SOLUTIONS  
"Training You Can Really Use"

# Microsoft® Office Word 2010: Level 3

**Duration: 1 Day**

**Method: Instructor-Led Training (ILT) | Live Online Training**

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

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## Course Description

Participants will create, manage, revise, and distribute documents.

## Target Audience

This course is intended for:

- Individuals who want to gain skills necessary to manage lengthy documents, collaborate with others, and secure documents.

## Prerequisites

To attend this course, candidates must have:

- The ability to use Microsoft® Office Word 2010 to create, edit, format, save, and print business documents that contain text, tables, and graphics.
- The capability 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.
- Success, first in the following Logical Operation courses or have equivalent knowledge:
  - Microsoft® Office Word 2010: Level 1
  - Microsoft® Office Word 2010: Level 2



## Exam Details

<b>Exam Code:</b>	• 77-887
<b>Length of Exam:</b>	• 90 Minutes
<b>Number of Questions:</b>	• 40-60
<b>Passing Score:</b>	• 70%
<b>Question Format:</b>	• Multiple Choice and Multi-Response

## Course Objectives

Upon successful completion of this course, attendees 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

### Module 1: Using Microsoft® Office Word 2010 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

### Module 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
- Co-author a Document



## Course Topics *Continued*

### Module 3: Managing Document Versions

- Create a New Document Version
- Compare Document Versions
- Merge Document Versions

### Module 4: Adding Reference Marks and Notes

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Add Hyperlinks
- Add Cross-References
- Add Citations and a Bibliography

### Module 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

### Module 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

### Module 7: Creating Forms

- Add Form Fields to a Document
- Protect a Form
- Automate a Form

### Appendix A: Office Word Mobile 2010

## ACTIVITIES INCLUDED