Microsoft Office 2010 Word
Advanced

Course Format: Instructor-Led

Course Hours: 9 Hours

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 the following courses or have equivalent knowledge:
- ❖ Microsoft Office **Word 2010: Introduction**
- ❖ Microsoft Office **Word 2010: Intermediate**

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 Content

Lesson 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

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