



Course Outline

Microsoft® Word 2007-2010 Level 3

Lesson 1: Using Microsoft® Office Word 2007 with Other Programs

- Topic 1A: Link to an Excel Worksheet
- Topic 1B: Link a Chart to Excel Data
- Topic 1C: Send a Document Outline to PowerPoint
- Topic 1D: Extract Text from a Fax
- Topic 1E: 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: Creating Forms

- Topic 1A: Add Form Fields to a Document
- Topic 1B: Protect a Form
- Topic 1C: Save a Form Data as Plain Text
- Topic 1D: Automate a Form

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: Making Long Documents Easier to Use

- Topic 5A: Insert Blank and Cover Pages
- Topic 5B: Insert an Index
- Topic 5C: Insert Table of Figures
- Topic 5D: Insert Table of Authorities
- Topic 5E: Insert Table of Contents
- Topic 5F: Create a Master Document
- Topic 5G: Automatically Summarize a Document

Lesson 6: Securing a Document

- Topic 6A: Update a Document's Properties
- Topic 6B: Hide Text
- Topic 6C: Remove Personal Information from a Document
- Topic 6D: Set Formatting and Editing Restrictions
- Topic 6E: Set a Password for a Document
- Topic 6F: Restrict Document Access