

Word 2010 - Part 3

Course Overview

The student will learn to collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word 2010 enable you to revise, manage, and secure your business documents.

Who Should Attend

This course is intended for students who create and work with lengthy documents, collaborate with others on documents, and create forms in Microsoft Word.

Course Objectives

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

- Use Microsoft Office Word 2010 with other programs.
- Collaborate on documents.
- Manage document versions.
- Add reference marks and notes.
- Make long documents easier to use.
- Secure a document.
- Create forms.
- Use XML in Word.

Course Prerequisites

Word 2010 - Part 1

Word 2010 - Part 2

Course Outline

1 - Collaborating on Documents

- Modify User Information
- Share a Document
- Compare Document Changes
- Review a Document
- Merge Document Changes
- Review Tracked Changes

2 - Adding Reference Marks and Notes

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

3 - Simplifying and Managing Long Documents

- Insert Blank and Cover Pages
- Insert an Index

- Insert a Table of Contents
- Insert an Ancillary Table
- Manage Outlines
- Create a Master Document

4 - Securing a Document

- Suppress Information
- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document
- Restrict Document Access

5 - Forms

- Create Forms
- Manipulate Forms

6 - Appendix A: Managing Document Versions

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

7 - Appendix B: Working with Legacy Form Fields

- Modify Legacy Form Field Properties
- Form Data Conversion

