

## **Microsoft Word 2007 - Level 3 Training**

- **Course Number:** Word2k73
- **Length:** 1 Day(s)

### **Certification Exam**

No Microsoft Certified Professional exams are associated with this course currently.

### **Course Overview**

You know to use Microsoft® Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.

### **Prerequisites**

Students should be able to use Microsoft® Office Word 2007 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. A basic understanding of XML would also be helpful. 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 success, you need to first take the following courses or have equivalent knowledge: Microsoft® Office Word 2007: Level 1 and Microsoft® Office Word 2007: Level 2.

### **Audience**

This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents. In addition, it will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft® Word 2007.

### **Course Outline**

- Lesson 1 - Using Microsoft® Office Word 2007 with Other Programs
- Using Microsoft® Office Word 2007 with Other Programs
- Data Linking
- Linking to a Worksheet
- Break an Obsolete Link
- Demo - Linked XL File
- Outline View
- Send Document Outline to PowerPoint
- Demo - Outline View and Export to Outline
- Microsoft Office Document Imaging
- Extract Text from File
- Demo - Extracting Text from a Fax

- Demo - Sending Document as Email Message
- Lesson 1 Review
- Lesson 2 - Collaborating on Documents
- Collaborating on Documents
- The Collaboration Process
- The Document Information Panel
- Demo - The Document Information Panel
- Document Review
- The Track Changes Options Dialog Box
- Demo - The Track Changes Options Dialog Box
- Demo - Delete Comments
- Comparing Documents
- The Compare Documents Dialog Box
- The Combine Documents Dialog Box
- Demo - The Compare and Merge Documents Dialog Box
- Full Screen Reading View
- Lesson 2 Review
- Lesson 3 - Managing Document Versions
- Managing Document Versions
- Create New Version of a Document
- Demo - Create New Version of a Document
- Demo - Character Spacing
- Demo - Version of a Document
- Procedure Reference
- Lesson 3 Review
- Lesson 4 - Adding Reference Marks
- Adding Reference Marks
- The Bookmark Dialog Box
- Demo - The Bookmark Dialog Box
- Footnotes and Endnotes
- The Footnote And Endnote Dialog Box
- Demo - The Footnote And Endnote Dialog Box
- Captions
- Caption Dialog Box
- Demo - Caption Dialog Box
- Hyperlink
- The Insert Hyperlink Dialog Box
- Demo - The Insert Hyperlink Dialog Box
- Cross-References
- The Cross-Reference Dialog Box
- Demo - The Cross-Reference Dialog Box
- Bibliographies
- Demo - Bibliographies
- Lesson 4 Review
- Lesson 5 - Making Long Documents Easier to Use
- Making Long Documents Easier to Use

- Insert Blank and Cover Pages
- Demo - Insert Blank and Cover Pages
- The Mark Index Entry Dialog Box
- Concordance File
- The Index Dialog Box
- Demo - The Index Dialog Box
- The Style Dialog Box
- The Modify Style Dialog Box
- The Table Of Figures Dialog Box
- Demo - The Table Of Figures Dialog Box
- The Mark Citation Dialog Box
- The Table Of Authorities Dialog Box
- The Table Of Contents Dialog Box
- Demo - The Table Of Contents Dialog Box
- The Mark Table Of Contents Entry Dialog Box
- Master Documents
- Demo - Master Documents
- The Outlining Tab
- The AutoSummarize Dialog Box
- Demo - The AutoSummarize Dialog Box
- Lesson 5 Review
- Lesson 6 - Securing a Document
- Securing a Document
- Update a Document's Properties
- Demo - Update a Document's Properties
- Demo - The Document Inspector Dialog Box
- The Document Inspector Dialog Box
- Hide Text
- How to Hide Text
- The Restrict Formatting And Editing Task Pane
- Demo - The Restrict Formatting And Editing Task Pane
- Digital Signature
- The Signature Line
- The Signatures Task Pane
- Set a Password for a Document
- The Mark As Final Option
- Lesson 6 Review
- Course Closure

