

# Microsoft Office Word 2010: Level 3

**Objectives:** You will create, manage, revise, and distribute documents.

**Designed for:** This course is designed for people who want to gain skills necessary to manage lengthy documents, collaborate with others, and secure documents.

**Prerequisites:** Learners should be able to use Microsoft Office Word 2010 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Learners 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, learners should have a basic understanding of how worksheets and presentations work.

## Course Content:

### 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

### 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

### Managing Document Versions

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

### Adding Reference Marks and Notes

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

### 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

### 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

### Creating Forms

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

**Duration:** 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

**City of London: 020 7256 6668**   **Oxford Circus: 020 7580 1651**

web: [www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)   email: [courses@pitmanlondon.co.uk](mailto:courses@pitmanlondon.co.uk)



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