

Course Outline

- Course Objective:** Upon successful completion of this course, students will be able to: use Microsoft Office Word 2007 with other programs; collaborate on documents; manage document versions; add reference marks and notes; make long documents easier to use; and secure a document.
- Target Student:** 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® Office Word 2007.
- 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.

Course Content

- 1. Using Microsoft® Office Word 2007 with Other Programs**
 - Link to a Microsoft® Office Excel® 2007 Worksheet
 - Link a Chart to Excel Data
 - Send a Document Outline to Microsoft® Office PowerPoint®
 - Extract Text from a Fax
 - Send a Document as an Email Message
- 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
- 3. Managing Document Versions**
 - Create a New Version of a Document
 - Compare Document Versions
 - Merge Document Versions
- 4. Adding Reference Marks and Notes**
 - Insert Bookmarks
 - Insert Footnotes and Endnotes
 - Add Captions
 - Add Hyperlinks
 - Add Cross-References
 - Add Citations and a Bibliography
- 5. Making Long Documents Easier to Use**
 - Insert Blank and Cover Pages
 - Insert an Index
 - Insert Table of Figures
 - Insert Table of Authorities
 - Insert Table of Contents
 - Create a Master Document
 - Automatically Summarize a Document
- 6. Securing a Document**
 - Update a Document's Properties
 - 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