Course Outline

Course Objective:	Upon successful completion of this course, students will be able to: use Word with other programs; collaborate on documents; manage document versions; add reference marks and notes; simplify the use of long documents; secure a document and create forms.
Target Student:	This course is designed for persons who want to gain skills necessary to manage lengthy documents, collaborate with others, and secure documents.
Prerequisites:	Students should be able to use Microsoft® Office Word 2010 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. 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 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

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
   - Coauthor a Document

3. **Managing Document Versions**
   - Create a New Document Version
   - 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. **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

6. **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

7. **Creating Forms**
   - Add Form Fields to a Document
   - Protect a Form
   - Automate a Form