



Microsoft® Office Word 2010: Level 3

Course Overview

This course is designed for persons who want to gain skills necessary to manage lengthy documents, collaborate with others, and secure documents. Participant will create, manage, revise, and distribute documents.

Course Details

| | |
|---------------------------|---|
| Class Duration | 1 day |
| Course Price | \$200 per student. Special group pricing available. |
| Course Materials Provided | Student manual |

Prerequisites

Before starting this course, students are recommended to take the following course or have equivalent knowledge:

- Microsoft® Office Word® 2010: Level 1
- Microsoft® Office Word® 2010: Level 2

Instructor

Your class is only as good as your instructor! In our industry, a very small percentage of people have both excellent teaching skills and technical experience. Pinnacle ProDev LLC hand picks a very limited number of instructors who have both of these abilities, as well as share our teaching philosophy. Generally, we've known these people for several years, and seen firsthand their classroom abilities. You'll quickly find that our instructors have not only great communications skills, but also a genuine interest in helping their participants succeed.

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Microsoft® Office Word 2010: Level 3 Course Outline

Lesson 1: Using Microsoft Office Word 2010 with Other Programs

- **Topic 1A:** Link a Word Document to an Excel Worksheet
- **Topic 1B:** Send a Document Outline to Microsoft® Office PowerPoint®
- **Topic 1C:** Send a Document as an Email Message

Lesson 2: Collaborating on Documents

- **Topic 2A:** Modify User Information
- **Topic 2B:** Send a Document for Review
- **Topic 2C:** Review a Document
- **Topic 2D:** Compare Document Changes
- **Topic 2E:** Merge Document Changes
- **Topic 2F:** Review Track Changes and Comments
- **Topic 2G:** Coauthor a Document

Lesson 3: Managing Document Versions

- **Topic 3A:** Create a New Document Version
- **Topic 3B:** Compare Document Versions
- **Topic 3C:** Merge Document Versions

Lesson 4: Adding Reference Marks and Notes

- **Topic 4A:** Insert Bookmarks
- **Topic 4B:** Insert Footnotes and Endnotes
- **Topic 4C:** Add Captions
- **Topic 4D:** Add Hyperlinks
- **Topic 4E:** Add Cross-References
- **Topic 4F:** Add Citations and a Bibliography

Lesson 5: Simplifying the Use of Long Documents

- **Topic 5A:** Insert Blank and Cover Pages
- **Topic 5B:** Insert an Index
- **Topic 5C:** Insert a Table of Figures
- **Topic 5D:** Insert a Table of Authorities
- **Topic 5E:** Insert a Table of Contents
- **Topic 5F:** Create a Master Document

Lesson 6: Securing a Document

- **Topic 6A:** Hide Text
- **Topic 6B:** Remove Personal Information from a Document
- **Topic 6C:** Set Formatting and Editing Restrictions
- **Topic 6D:** Add a Digital Signature to a Document
- **Topic 6E:** Set a Password for a Document
- **Topic 6F:** Restrict Document Access

Lesson 7: Creating Forms

- **Topic 7A:** Add Form Fields to a Document
- **Topic 7B:** Protect a Form
- **Topic 7C:** Automate a Form

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