



The Office Wiz
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COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD® 2010: LEVEL 3

Become a Word power user! In this final level of core Word classes, you'll create forms, see how to work with the other programs of Office as well as learn critical collaboration techniques such as Track Changes, working with versions and securing documents. Finally, you will master the features which make working with large documents a snap. It is instructor-led with hands-on activities. Topics include:

- Use Microsoft Office Word 2010 with other programs.
- Collaborate on documents.
- Manage document versions.
- Add reference marks and notes.
- Make long documents easier to use.
- Secure a document.
- Create forms.

LENGTH

Approximately eight hours. Recommend two four hour sessions.

PREREQUISITES

Windows: Level 1 and Word: Levels 1 and 2 or equivalent knowledge. You must have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Lesson 1: Using Microsoft® Office Word 2010 with Other Programs

Link to a Word document to an Excel Worksheet

Send a Document Outline to Microsoft® Office PowerPoint®

Send a Document as an Email Message

Lesson 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

Lesson 3: Managing Document Versions

- Create a New Version of a Document
- Compare Document Versions
- Merge Document Versions
- Lesson 4: Adding Reference Marks and Notes
 - Insert Bookmarks
 - Insert Footnotes and Endnotes
 - Add Captions
 - Add Hyperlinks
 - Add Cross-References
 - Add Citations and a Bibliography
- Lesson 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
- Lesson 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
- Lesson 7: Creating Forms
 - Add Form Fields to a Document
 - Protect a Form
 - Automate a Form
- Appendix - Office Word Mobile 2010

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK)

- A 1 GHz Pentium-class processor or faster.
- A minimum of 256 MB of RAM. 512 MB of RAM is recommended.
- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- A printer (optional) or an installed printer driver.
- Microsoft® Office Professional Edition 2010.

- Microsoft Office Suite Service Pack 1.
- Windows XP Professional with Service Pack 2.
- Windows Rights Management Services (RMS) Client.

OTHER WORD CLASSES

- Advanced Styles (Part 1)
- Advanced Styles (Part 2)
- Building The Power Resume With Microsoft Word
- Complex Page Numbering
- Create Brochures, Flyers And More Using Word
- Creating Legal Forms
- Customizing Word 2010
- Customizing Word 2007
- Customizing Word 2003
- Editing At Warp Speed
- Footnotes & Cross References
- Formatting Fundamentals For Paragraphs
- Word In The Law Office
- Mastering Mail Merges
- Mastering The Table Of Contents
- Word's Styles: Solving The Mysteries Of Formatting
- Table Of Authorities
- Tables: The Essentials
- Tables: Formatting Techniques
- Taming The Unruly Word Document
- Tips, Tricks & Traps
- Working With Microsoft Word Tables