

Course ID

M-WORD07L3

Course Duration

1 day

Course Title

Microsoft® Office Word 2007: Level 3

Related Courses

- Microsoft Office Word 2007: Level 1 (M-WORD07L1, 1 day)
- Microsoft Office Word 2007: Level 2 (M-WORD07L2, 1 day)

Aimed At

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® Word 2007.

Group Size

5-15

Prerequisites

- Microsoft Office Word 2007: Level 1 (M-WORD07L1, 1 day)
- Microsoft Office Word 2007: Level 2 (M-WORD07L2, 1 day)

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. To ensure success, you need to first take the above Eogogics courses or have equivalent knowledge.

Course in a Nutshell

You know to use Microsoft® Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.

Microsoft® Office Word 2007: Level 3 is one of a series of Eogogics courseware titles that addresses Microsoft Certified Applications Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

Customize It! Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

Learn How To You will learn how to create, manage, revise, and distribute long documents.

Course Outline **Lesson 1: Using Microsoft® Office Word 2007 with Other Programs**

- Topic 1A: Link to a Microsoft® Office Excel® 2007 Worksheet
- Topic 1B: Link a Chart to Excel Data
- Topic 1C: Send a Document Outline to Microsoft® Office PowerPoint®
- Topic 1D: Extract Text from a Fax
- Topic 1E: 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

Lesson 3: Managing Document Versions

- Topic 3A: Create a New Version of a Document
- 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: Making Long Documents Easier to Use

- Topic 5A: Insert Blank and Cover Pages
- Topic 5B: Insert an Index

- Topic 5C: Insert Table of Figures
- Topic 5D: Insert Table of Authorities
- Topic 5E: Insert Table of Contents
- Topic 5F: Create a Master Document
- Topic 5G: Automatically Summarize a Document

Lesson 6: Securing a Document

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

Appendix A: Creating Forms

Supplemental Lesson Creating Forms

- Topic 1A: Add Form Fields to a Document
- Topic 1B: Protect a Form
- Topic 1C: Save a Form Data as Plain Text
- Topic 1D: Automate a Form

Appendix B: Using XML in Word

Supplemental Lesson Using XML in Word

- Topic 1A: Tag an Existing Document
- Topic 1B: Transform an XML Document

How You Will Learn

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.