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Word 2007 - Level 3

Duration:

Instructor-led Classroom Learning - 1.00 Day(s)
Online Anytime - Self Paced
Online Live - 2.00 Sessions
Mentored Learning - Flexible

Overview:

In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms. (Second Edition)

Who Should Attend:

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.

At Course Completion:

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. - secure a document

Prerequisite(s) or equivalent knowledge:

Word 2007 – Level 1
Word 2007 – Level 2

Outline:

Lesson 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

Lesson 2: Collaborating on Documents



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- Modify User Information
- Send a Document for Review
- Review a Document
- Compare Document Changes
- Merge Document Changes
- Review Track Changes and Comments

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
- Automatically Summarize a Document

Lesson 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



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