



**CTREC  
HILTON**  
IT ACADEMY

## Microsoft® Office Word 2010: Level 3

BUILDING TRAINING SOLUTIONS  
FOR THE IT WORLD

**Number of Days:** 1  
**Format:** Instructor-Led  
**Class Code** WO10-3

### Recommended Course Sequence

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

### Course Description:

You will create, manage, revise, and distribute documents.

### 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. To ensure your success, you need to first take the following Element K courses or have equivalent knowledge:

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

### Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Course Objectives:

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.
- Create forms.

# Microsoft® Office Word 2010: Level 3

## Course Outline

<b>Lesson 1: Using Microsoft Office Word 2010 with Other Programs</b>
<ul style="list-style-type: none"><li>■ Topic 1A: Link a Word Document to an Excel Worksheet</li><li>■ Topic 1B: Send a Document Outline to Microsoft® Office PowerPoint®</li><li>■ Topic 1C: Send a Document as an Email Message</li></ul>
<b>Lesson 2: Collaborating on Documents</b>
<ul style="list-style-type: none"><li>■ Topic 2A: Modify User Information</li><li>■ Topic 2B: Send a Document for Review</li><li>■ Topic 2C: Review a Document</li><li>■ Topic 2D: Compare Document Changes</li><li>■ Topic 2E: Merge Document Changes</li><li>■ Topic 2F: Review Track Changes and Comments</li><li>■ Topic 2G: Coauthor a Document</li></ul>
<b>Lesson 3: Managing Document Versions</b>
<ul style="list-style-type: none"><li>■ Topic 3A: Create a New Document Version</li><li>■ Topic 3B: Compare Document Versions</li><li>■ Topic 3C: Merge Document Versions</li></ul>
<b>Lesson 4: Adding Reference Marks and Notes</b>
<ul style="list-style-type: none"><li>■ Topic 4A: Insert Bookmarks</li><li>■ Topic 4B: Insert Footnotes and Endnotes</li><li>■ Topic 4C: Add Captions</li><li>■ Topic 4D: Add Hyperlinks</li><li>■ Topic 4E: Add Cross-References</li><li>■ Topic 4F: Add Citations and a Bibliography</li></ul>
<b>Lesson 5: Simplifying the Use of Long Documents</b>
<ul style="list-style-type: none"><li>■ Topic 5A: Insert Blank and Cover Pages</li><li>■ Topic 5B: Insert an Index</li><li>■ Topic 5C: Insert a Table of Figures</li><li>■ Topic 5D: Insert a Table of Authorities</li><li>■ Topic 5E: Insert a Table of Contents</li><li>■ Topic 5F: Create a Master Document</li></ul>
<b>Lesson 6: Securing a Document</b>
<ul style="list-style-type: none"><li>■ Topic 6A: Hide Text</li><li>■ Topic 6B: Remove Personal Information from a Document</li><li>■ Topic 6C: Set Formatting and Editing Restrictions</li><li>■ Topic 6D: Add a Digital Signature to a Document</li><li>■ Topic 6E: Set a Password for a Document</li><li>■ Topic 6F: Restrict Document Access</li></ul>
<b>Lesson 7: Creating Forms</b>
<ul style="list-style-type: none"><li>■ Topic 7A: Add Form Fields to a Document</li><li>■ Topic 7B: Protect a Form</li><li>■ Topic 7C: Automate a Form</li></ul>

### Appendix A: Office Word Mobile 2010