

## Microsoft® Office Word® 2007 Level 3 (Second Edition)

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### Course Specifications

Course number: 084895

Software: Microsoft® Office Word 2007

Course length: 1.0 day(s)

Certification: Microsoft Certified Applications Specialist: Microsoft® Office Word 2007

### Course Description

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.

**Course Objective:** You will create, manage, revise, and distribute long documents.

**Target Student:** 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.

**Prerequisites:** Microsoft® Office Word 2007: Level 1 and Level 2 or equivalent knowledge.

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

### Certification

Microsoft® Office Word 2007 Level 3 is one of a series of Element K 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.

**Performance-Based Objectives:** 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.



For Training Information, call 1-877-TRY-BLE1  
(1-877-879-2531)

**Course Content**

**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