



## **Microsoft Word 2010: Advanced**

**Overview:** Students will learn how to manage lengthy documents, collaborate with others, and secure documents.

**Prerequisites:** Students should be able to use Microsoft 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 2010 Suite, students should have a basic understanding of how worksheets and presentations work.

**Course Length:** One Day

### **Course Content**

#### **Lesson 1: Using Microsoft Office Word 2010 with Other Programs**

Link 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 Document Version  
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: Simplifying the Use of Long Documents**

Insert Blank and Cover Pages  
Insert an Index  
Insert a Table of Figures  
Insert a Table of Authorities  
Insert a 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