

Microsoft Word 2010 – Level 3

Course Introduction

The Microsoft Word 2010 – Level 3 course teaches students advanced-level concepts and features of the Microsoft Word 2010 application.

In this course students learn to use mail merge, prepare documents for collaborating with others, and protect documents using passwords and digital signatures. Students learn to use Word's review features to track changes, compare, merge, and manage multiple document versions and revisions from multiple authors. They learn to use bibliographic citations and sources in a document, create and modify bibliographies, incorporate bookmarks, footnotes and endnotes into a document, and generate a table of figures and authorities. They also learn to create forms for gathering and recording information and learn how to automate tasks using macros.

Students accomplish the learning objectives for each module through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the skills covered in the course.

A practice exercise and review questions are included at the end of each module to measure progress and reinforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review to reinforce the topics learned throughout the course, and to help prepare students for the exam.

Course Prerequisite(s)

Microsoft Word 2010 – Level 1 & 2 courses.

Course Aim

To provide an understanding of Microsoft Word, in order to create and manage documents at an advanced level

Of Interest to

Those interested in the most up-to-date office word processing environment.

Course Breakdown

Module 1:

Understanding the Mail Merge Process; Setting Up the Main Document; Previewing and Completing the Merge; Merging Envelopes; Merging Labels

Module 2:

Restricting Access to a Document; Setting Editing and Formatting Restrictions; Using a Digital Signature; Adding a Visible Signature Line; Preparing a Document for Sharing; Sharing Documents with Others

Module 3:

Tracking Changes; Accepting and Rejecting Tracked Changes; Sending a Document for Review; Displaying Markup; Comparing and Combining Document Versions

Module 4:

Using Citations and Sources; Using Citation Placeholders and Managing Sources; Creating a Bibliography; Creating Cross-References

Module 5:

Using Bookmarks; Creating a Hyperlink to a Bookmark; Using Footnotes and Endnotes; Inserting a Caption; Creating a Table of Authorities; Creating a Table of Figures

Module 6:

Creating an Electronic Form; Adding Style Options and Instructions to Forms; Protecting a Form; Creating a Printed Form

Lab Exercise