

### ***Prerequisites required for taking this course***

The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. We ask that you have also successfully completed Word 2007 Level 1 & 2 or had more than 6mo using the software.

### ***Performance Objectives for Microsoft Word 2007 Level 3***

- 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.

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## ***Course Outline***

### **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