

Microsoft Word Level 3

Prerequisites: Microsoft Windows XP Fundamentals or Windows 2000 Fundamentals and Microsoft Word Fundamentals; or equivalent experience. Students should be able to use Word to create, edit, format, save, and print documents that contain text, tables, and graphics. Students should also be able to use a Web browser and an email program. A basic understanding of XML would also be helpful. 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.

Course Objective

This course was designed for persons with a basic understanding of Windows who can create and modify documents in Microsoft Word, and who need to learn how to use the more advanced features of Word to create, manage, revise, and distribute long documents, forms and Web pages.

- Use Word with other programs
- Collaborate on documents
- Add reference marks and notes to a document
- Make long documents easier to use
- Secure documents and document information
- Create Web pages
- Create a form
- Use XML in Word

Outline

Lesson 1 Using Microsoft Word with other Programs

- Link to an Excel Worksheet
- Link a Chart to Excel Data
- Send a Document Outline to PowerPoint
- Extract Text from a Fax
- Save a Document as a Different File Format
- Look Up Information Using Research Sites
- Send a Document as an Email Attachment

Lesson 2 Collaborating on Documents

- Modify User Information
- Create a New Version of a Document
- Delete Old Versions
- Send a Document for Review
- Use Comments
- Compare Document Changes
- Merge Document Changes
- Review a Document

Lesson 3: Adding Reference Marks and Notes

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Insert Cross-references

Lesson 4: Making Long Documents Easier to Use

- Mark Text for Indexing
- Insert an Index
- Insert a Table of Figures
- Mark Text for a Table of Authorities
- Insert a Table of Authorities
- Insert a Table of Contents
- Create a Master Document
- Automatically Summarize a Document

Lesson 5: Securing a Document

- Update a Document's Properties
- Save a Document without Personal Information
- Hide Text
- Limit Formatting Choices in a Document
- Add a Digital Signature to a Document
- Require a Password to Open a Document

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Lesson 6: Creating Web Pages

- Create a Web Page
- Insert Hyperlinks
- Insert a Movie Clip into a Web Page
- Apply a Theme to a Web Page
- Create a Framed Web Page
- Save a Web Page to a Web Server

Lesson 7: Creating Forms

- Add Form Fields to a Document
- Protect a Form
- Save Form Data as Plain Text
- Automate a Form

Lesson 8: Using XML in Word

- Tag an Existing Document
- XML
- Schemas
- Schema Library
- XML Structure Task Pane
- Save a Document as XML
- WordML
- Transform an XML Document
- Transforms
- Solutions
- XML Document Task Pane