



Microsoft Office Word 2007 Level 3

MSOF-570

Course Description:

This course is designed to provide students who already have a background in Microsoft Office Word 2007 with the skills necessary to work on more complex documents. In this course, students will use Word to create, manage, revise and distribute long documents and forms.

Course Objectives:

Upon completion of the course, students will be able to:

- Utilize 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

Prerequisites:

- MSOF-560 Microsoft Office 2007 Level 1 or equivalent knowledge
- MSOF-565 Microsoft Office 2007 Level 2 or equivalent knowledge

Audience:

- End Users

Course Duration:

1 Day

Course Topics:

I. Using Microsoft® Office Word 2007 with Other Programs

- Link to a Microsoft® Office Excel® 2007 Worksheet
- Link a Chart to Excel Data

- Send a Document Outline to Microsoft® Office PowerPoint®
- Extract Text from a Fax
- Send a Document as an Email Message

II. 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

III. Managing Document Versions

- Create a New Version of a Document
- Compare Document Versions
- Merge Document Versions

IV. Adding Reference Marks and Notes

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Add Hyperlinks
- Add Cross-References
- Add Citations and a Bibliography

V. Making Long Documents Easier to Use

- Insert Blank and Cover Pages
- Insert an Index
- Insert Table of Figures
- Insert Table of Authorities
- Insert Table of Contents
- Create a Master Document
- Automatically Summarize a Document