CompuTrain
BUSINESS SOLUTIONS, LTD.

Microsoft® Office Word® 2010
Advanced

Course Description

Course Objective: You will create, manage, revise, and distribute documents.

Target Student: This course is designed for persons who want to gain skills necessary to manage lengthy documents, collaborate with others, and secure documents.

Prerequisites: Students should be able to use Microsoft® Office 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 Microsoft Office System, students should have a basic understanding of how worksheets and presentations work. To ensure your success, you need to first take the following Element K courses or have equivalent knowledge:
- Microsoft® Office **Word 2010: Introduction**
- Microsoft® Office **Word 2010: Intermediate**

Course Objectives

Upon successful completion of this course, students will be able to:
- Use Word with other programs.
- Collaborate on documents.
- Manage document versions.
- Add reference marks and notes.
- Simplify the use of long documents.
- Secure a document.
- Create forms.

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

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Course Content (continued)

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

Appendix A: Office Word Mobile 2010