



Microsoft® Office Word 2007: Level 3 Advanced

Course Specifications

Software: Microsoft® Office Word 2007

Course length: 1.0 day(s)

Certification: Microsoft Certified Application Specialist – Word 2007

Course Description

You know to use Microsoft® Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.

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

Target Student: This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents. In addition, it will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft® Office Word 2007.

Prerequisites: Students should be able to use Microsoft® Office Word 2007 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. 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. To ensure success, you need to first take the following Element K courses or have equivalent knowledge:

- Microsoft® Office Word 2007: Level 1
- Microsoft® Office Word 2007: Level 2

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Certified Application Specialist (Microsoft Business Certification) skill sets. The Microsoft Certified Application Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Microsoft Certified Application Specialist certification.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- 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.

Course Content

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

Appendix A: Creating Forms**Supplemental Lesson Creating Forms**

- Topic 1A: Add Form Fields to a Document
- Topic 1B: Protect a Form
- Topic 1C: Save Form Data as Plain Text
- Topic 1D: Automate a Form

Appendix B: Using XML in Word**Supplemental Lesson Using XML in Word**

- Topic 1A: Tag an Existing Document
- Topic 1B: Transform an XML Document