



Computer Consulting And Software Training

Web: www.eswack.com ■ Email: swack@eswack.com
4097 E. 118th Ave. ■ Thornton, Co. 80233
Phone: (303) 255-4914 ■ Fax: (303) 255-4914

Microsoft Office Word 2010: Level 3

Course Content

Lesson 1: Using Microsoft Office Word 2010 with Other Programs

- Topic 1A: Link a Word Document to an Excel Worksheet
- Topic 1B: Send a Document Outline to Microsoft® Office PowerPoint®
- Topic 1C: 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
- Topic 2G: Coauthor a Document

Lesson 3: Managing Document Versions

- Topic 3A: Create a New Document Version
- 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: Simplifying the Use of Long Documents

- Topic 5A: Insert Blank and Cover Pages
- Topic 5B: Insert an Index
- Topic 5C: Insert a Table of Figures
- Topic 5D: Insert a Table of Authorities
- Topic 5E: Insert a Table of Contents
- Topic 5F: Create a Master Document

Lesson 6: Securing a Document

- Topic 6A: Hide Text
- Topic 6B: Remove Personal Information from a Document
- Topic 6C: Set Formatting and Editing Restrictions
- Topic 6D: Add a Digital Signature to a Document
- Topic 6E: Set a Password for a Document
- Topic 6F: Restrict Document Access

Lesson 7: Creating Forms

- Topic 7A: Add Form Fields to a Document
- Topic 7B: Protect a Form
- Topic 7C: Automate a Form