Microsoft Office Word 2010: Level 3

Course Summary

Description

In this course, students will create, manage, revise, and distribute documents.

Objectives

At the end 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.

Topics

- Using Microsoft Office Word 2010 with Other Programs
- Collaborating on Documents
- Managing Document Versions
- Adding Reference Marks and Notes
- Simplifying the Use of Long Documents
- Securing a Document
- Creating Forms

Audience

This course is designed for students 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 success, students need to first take the following courses or have equivalent knowledge: Microsoft Office Word 2010: Level 1 and Microsoft Office Word 2010: Level 2.

Duration

One day

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