

Microsoft® Office Word 2007 – Level III

Course Description

Microsoft® Office Word 2007 – Level III teaches students some intermediate to advanced skills to create a variety of complex documents. Students will look at features such as automating tasks using merge features, referencing sources used in a document, organizing information by sorting or outlining, protecting documents, or collaborating on documents with others.

Who Should Attend

This course is a continuation of the Microsoft Office Word 2007 – Level II courseware, in which you were introduced to some intermediate skill sets such as applying styles, inserting different illustrations, creating tables, or creating Quick Parts. Students who wish to become proficient using some of the advanced features of *Microsoft Office Word 2007* will benefit from taking this course.

Course Objectives

After completing this course, you will be able to:

- ↻ understand what mail merge means
- ↻ merge documents using new or existing main documents and data sources
- ↻ sort lists or table contents
- ↻ create outlines and work with multi-level lists
- ↻ compare or combine documents
- ↻ insert, modify, or delete comments
- ↻ track revisions in a document made by one or more people
- ↻ accept or reject changes made in a document
- ↻ manage passwords or restrict types of access on a document
- ↻ reference research sources in a document
- ↻ insert, modify, or delete footnotes and endnotes
- ↻ generate a table of contents or index in a document

Courseware Outline

Lesson 1: Merging

Documents

Lesson Objectives
Merging and Mailings
Merging to Envelopes or Labels
Lesson Summary
Review Questions

Lesson 2: Organizing

Information

Lesson Objectives
Sorting Lists
Creating Outlines
Lesson Summary
Review Questions

Lesson 3: Sharing Documents

Lesson Objectives
Reviewing Documents
Protecting Documents
Using Digital Signatures
Lesson Summary
Review Questions

Lesson 4: Working with

References

Lesson Objectives
Referencing Information
Sources
Navigating with References
Creating an Index
Creating a Table of Contents
Lesson Summary
Review Questions

Appendices

Appendix A: Prerequisites
Appendix B: Answers to Review Questions
Appendix C: Microsoft Office Word 2007 Exam Objectives
Appendix D: Glossary of Terms
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