



To register or for more information call our office (208) 898-9036 or email [register@leapfoxlearning.com](mailto:register@leapfoxlearning.com)

## Microsoft Office 2007: Level 3

### 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 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 - Mentor Lab - Flexible

**Duration:** 1.00 Day(s)

### 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

Link to a Microsoft® Office Excel® 2007 Worksheet

Link a Chart to Excel Data

Send a Document Outline to Microsoft® Office PowerPoint®

Extract Text from a Fax

Send a Document as an Email Message

## **Lesson 2: Collaborating on Documents**

Topic 2A: Modify User Information

Send a Document for Review

Review a Document

Compare Document Changes

Merge Document Changes

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**

Insert Bookmarks

Insert Footnotes and Endnotes

Add Captions

Add Hyperlinks

Add Cross-References

Add Citations and a Bibliography

## **Lesson 5: Making Long Documents Easier to Use**

Insert Blank and Cover Pages

Insert an Index

Insert Table of Figures

Insert Table of Authorities

Insert Table of Contents

Create a Master Document

Automatically Summarize a Document

## **Lesson 6: Securing a Document**

Update a Document's Properties

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

## **Appendix A: Creating Forms**

### **Supplemental Lesson Creating Forms**

Add Form Fields to a Document

Protect a Form

Save Form Data as Plain Text

Automate a Form

## **Appendix B: Using XML in Word**

### **Supplemental Lesson Using XML in Word**

Tag an Existing Document  
Transform an XML Document

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