

# Microsoft Word Level 3

## Course Length

1 Day (Typically 9AM - 4PM with a 1-hour lunch)

## Course Objective

Become more efficient with Microsoft Word.

## Prerequisites

Participants should have taken Word Level 1 and 2 or have equivalent knowledge.

## Delivery Model

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities. The pace of class is based upon the participant's previous computer experience and class expectations. Questions are welcomed and encouraged.

## Course Outline

### Collaborative Editing Tools

Tracking Revisions

Accept and Reject Revisions

Comments

Comparing and Combining Documents

### Protecting Data

Protecting a Document

Password Protect a Document

### Working with References

Working with Picture Captions

Using Bookmarks

Using Cross-references

Using Footnotes and Endnotes

Using Citations and Bibliographies

Using Hyperlinks

### Long Documents

Add a Cover Page & Page Numbers

Creating a Document in Outline View

Rearrange an Outline

Viewing an Outline

Numbering an Outline

Navigating Long Documents

Create a Table of Contents Using Heading Styles

Create a Table of Contents Using TC Entries

Create an Index

### Forms

Add Content Controls

Add Help to Form Content Controls

Prepare the Form for Distribution

Fill Out a Form

## Also Includes

- Reference material and a Certificate of completion.