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## MICROSOFT WORD – LEVEL 3

### DURATION:

Approx. 1 Day (6 Hours)

### OVERVIEW:

This course provides the skills for working faster with long documents, including linking information from other programs. Topics covered include Tables of Contents, Indexes and cross-references, how others can electronically review your documents, and how to create Forms that can be completed electronically.

### OUTLINE:

#### LESSON 1: USING WORD WITH OTHER PROGRAMS

This lesson focuses on how to link figures or a chart from a spreadsheet into a document so changes in the spreadsheet will automatically reflect in the document. Ways of using Word with other programs is also covered.

- Link to an Excel Spreadsheet
- Link a Chart
- Send a Document Outline to PowerPoint
- Save a Document as a Different File Format
- Send a Document as an Email Attachment
- Create a PDF
- Edit a PDF (Word 2013 and above)

#### LESSON 2: COLLABORATING ON DOCUMENTS

This lesson explains how others can electronically review your document and suggest changes. Learn to Accept or Reject the changes suggested by a Reviewer.

- Modify the Document's User Information
- Send a Document for Review by a Colleague
- Review a Document
- Accept or Reject your Colleagues' changes
- Add Comments to a document
- Compare Documents
- Merge Documents

#### LESSON 3: ADDING REFERENCE MARKS AND NOTES

This lesson covers inserting Bookmarks into your document so that you can quickly return to or refer to certain parts of your document. Learn to add captions to images in your document and insert cross-references, Footnotes and Endnotes.

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Insert Cross-references

*See the next page for additional topics...*

#### LESSON 4: MAKING LONG DOCUMENTS EASIER TO USE

This lesson shows you quick ways to create Tables of Contents, Indexes and other types of Tables in your document.

- Mark Text for Indexing
- Insert an Index and a Table of Figures
- Mark Text for a Table of Authorities
- Insert a Table of Authorities and a Table of Contents
- Create a Master Document
- Automatically Summarize a Document

#### LESSON 5: CREATING FORMS

This lesson explains how to create Forms that people can complete electronically, complete with drop-lists and check boxes.

- Add Drop-List, Check Box and Text Fields to a Document
- Protect a Form so it can be completed electronically
- Fill-in a Form