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Learning Solutions



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Microsoft® Office Word 2010 Level 3

Course length: 8 hours

Course Objective

You will create, manage, revise, and distribute documents.

Target Student

This course is designed for persons 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 your success, you need to first take the following Element K courses or have equivalent knowledge: Microsoft® Office Word 2010: Level 1, Microsoft® Office Word 2010: Level 2

Course Objectives

Upon successful completion 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.

Course Content

Lesson 1: Using Microsoft Office Word 2010 with Other Programs

Lesson 2: Collaborating on Documents

Lesson 3: Managing Document Versions

Lesson 4: Adding Reference Marks and Notes

Lesson 5: Simplifying the Use of Long Documents

Lesson 6: Securing a Document

Topic 7: Add Form Fields to a Document