



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Last Revised On: 6/30/08

Course Number: DPT8030
Course Title: Microsoft Word, Level III
Course Hours: 7 Hours

Description:

In this course, students will learn how to use Microsoft Word to create, manage, revise and distribute long documents, forms, and Web pages. Using Word with other programs such as Excel will also be covered.

Objectives:

Upon successful completion of this course, students will be able to:

- Use Word with other programs.
- Collaborate on documents.
- Add reference marks and notes to a document.
- Make long documents easier to use.
- Secure documents and document information.
- Create Web pages.
- Create a form.
- Use XML in Word.

Content:

1. Using Microsoft Office Word with Other Programs

- Link to a Microsoft Office Excel Worksheet
- Link a Chart to Excel Data
- Send a Document Outline to PowerPoint
- Extract Text from a Fax
- Save a Document as a Different File Format
- Look Up Information Using Research Sites
- Send a Document as an Email Attachment

2. Collaborating on Documents

- Modify User Information
- Create a New Version of a Document
- Delete Old Versions
- Send a Document for Review
- Use Comments
- Compare Document Changes
- Merge Document Changes
- Review a Document



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3. Adding Reference Marks and Notes

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

4. Making Long Documents Easier to Use

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

5. Securing a Document

- Update a Document's Properties
- Save a Document without Personal Information
- Hide Text
- Limit Formatting Choices in a Document
- Select Regions of a Document that Can Be Modified
- Add a Digital Signature to a Document
- Require a Password to Open a Document

6. Creating Web Pages

- Create a Web Page
- Insert Hyperlinks
- Insert a Movie Clip into a Web Page
- Apply a Theme to a Web Page
- Create a Framed Web Page
- Save a Web Page to a Web Server

7. Creating Forms

- Add Form Fields to a Document
- Protect a Form
- Save Form Data as Plain Text
- Automate a Form



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8. Using XML in Word

- Tag an Existing Document
- Save a Document as XML
- Transform an XML Document

Prerequisites:

- Microsoft Word, Level II or equivalent experience.

Method of Instruction:

- Lecture, demonstration and hands on use.

Evaluation:

- Exam: No
- Class Participation: Yes
- Demonstration of Skills: Yes