



# Microsoft Office Word Level 3

## IS THIS FOR YOU?

This course is for anyone who wants to develop their skills to manage long documents, collaborate with others and secure documents.

## AIMS AND OBJECTIVES

You will learn how to manage large documents, review and collaborate, restrict document access and distribute to others.

## PRE-REQUISITES

Before starting this course, it is recommended that you take the Microsoft Office Word Level 2 course.

## ABOUT THIS COURSE

### Lesson One – Using Microsoft Word with Other Programs

- Link a Word Document to an Excel Worksheet
- Send a Document Outline to PowerPoint

### Lesson Two – Collaborating on Documents

- Modify User Information
- Send a Document for Review
- Review a Document
- Compare Document Changes
- Merge Document Changes
- Review Track Changes and Comments

### Lesson Three – Adding Reference Marks and Notes

- Add Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Add Hyperlinks
- Add Cross-References
- Add Citations and a Bibliography

### Lesson Four – Simplifying the Use of Long Documents

- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Figures
- Insert a Table of Authorities
- Insert a Table of Contents

### Lesson Five – Securing a Document

- Remove Personal Information from a Document
- Set Formatting and Editing Restrictions
- Set a Password for a Document

### Lesson Six – Creating Forms

- Add Form Fields to a Document
- Protect a Form
- Automate a Form

### Lesson Seven – Importing and Exporting Data

**COURSE DURATION:** 6 HOURS

To find out more about this or any of our courses, speak to one of our friendly course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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