



Microsoft Office Word 2007 – Level 3

Course Description: Microsoft® Office Word 2007 – Level 3 teaches students some intermediate to advanced skills to create a variety of complex documents. Students will look at features such as automating tasks using merge features, referencing sources used in a document, organizing information by sorting or outlining, protecting documents, or collaborating on documents with others.

Basic Skills Checklist: This course is a continuation of the *Microsoft Office Word 2007 – Level 2* courseware, in which you were introduced to some intermediate skill sets such as applying styles, inserting different illustrations, creating tables, or creating Quick Parts.

Courseware Outline:

Lesson 1: Merging Documents

- Merging and Mailings
- Merging to Envelopes or Labels

Lesson 2: Organizing Information

- Sorting Lists
- Creating Outlines

Lesson 3: Sharing Documents

- Reviewing Documents
- Protecting Documents
- Using Digital Signatures

Lesson 4: Working with References

- Referencing Information Sources
- Navigating with References
- Creating an Index
- Creating a Table of Contents

All of our courses are based on a building-block template. All course levels except Level 1 assume the student is completely comfortable with the materials covered in any and all courses listed as a prerequisite, and that the student has the ability to competently complete the tasks covered in those prerequisite courses.

Before enrolling in a class at a Level 2 or higher, the instructor must discuss and assess the skills and requirements of the student taking the course, prior to the material being delivered. This will ensure the training is delivered with the utmost quality and that it is the most meaningful for the student.