



## Course Outline

# Microsoft® Word 2016-2013-2010 Level 3

### Lesson 1: Word and other Office Programs

- Inserting Excel Worksheets
- Sending a Document
- Creating Web Pages
- Converting Word to PowerPoint

### Lesson 2: Document Review and Collaboration

- Working with Comments
- Tracking Changes
- Comparing Documents

### Lesson 3: Working with Reference Marks

- Using Bookmarks
- Cross Referencing Text
- Inserting a Hyperlink
- Creating a Table of Contents
- Creating an Index

### Lesson 4: Working with Master Document

- Creating a New Master Document
- Inserting an Existing Document
- Converting a File to a Master Document
- Inserting a Blank Page
- Creating a Cover Page

### Lesson 5: Document Protection

- Document Properties
- Customizing Document Properties
- Hiding Text
- Protecting a Document
- Password for Opening a File

### Lesson 6: Working with Forms

- The Form Feature
- Types of Controls
- Adding Controls

### Lesson 7: Word Options and Tools

- Setting Options
- Checking Word and Line Count
- Using Smart Lookup
- Text Translations

### Appendices

- Appendix A: Cursor Movement Keys
- Appendix B: Shortcut Keys

### Hands-on Exercises