



# Word Level 3

Microsoft Office 2010 / 2013 / 2016 / 365

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

## Overview

Dynamically link Word with other programs to make consistent changes. Work with macros, large documents and subdocuments. Use internal links to increase usability. Learn to collaborate securely.

## Duration: 1 Day

### Lesson 1:

- Linking word with other programs
- Linking a document to an excel spreadsheet
- Link a chart to excel data
- Sending an e-mail from word
- Using the word screenshot feature

### Lesson 2:

- Creating macros
- Recording a macro
- Running a macro
- Editing and deleting a macro
- Using macro security

### Lesson 3:

- Working with large documents
- Inserting subdocuments
- Deleting subdocuments
- Adding a table of contents

### Lesson 4:

- Inserting reference marks and links
- Inserting a caption
- Inserting a table of figures
- Inserting footnotes and endnotes
- Inserting an index
- Adding a citation and a bibliography
- Inserting a bookmark, hyperlink and cross reference

### Lesson 5:

- Collaborating on documents
- Reviewing a document and tracking document changes
- Adding a comment
- Comparing and merging document changes



**Lesson 6:**

- Protecting document security
- Hiding text
- Setting formatting and editing restrictions
- Adding a digital signature

**Lesson 7:**

- Creating forms
- Examining how a form works
- Adding fields to a form
- Protecting a form

To register or for more information call our office **(208) 898-9036** or email [register@leapfoxlearning.com](mailto:register@leapfoxlearning.com)



**Microsoft** Partner  
Silver Learning



*"The Clever Advantage"*