



Microsoft® Office Word 2007: Level 3

Course Objective:

Performance-Based Objectives

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Course Content

Lesson 1: Using Microsoft® Office Word 2007 with Other Programs

Lesson 2: Collaborating on Documents

Lesson 3: Managing Document Versions

Lesson 4: Adding Reference Marks and Notes

Lesson 5: Making Long Documents Easier to Use

Lesson 6: Securing a Document

Appendix A: Creating Forms Supplemental Lesson Creating Forms

Appendix B: Using XML in Word Supplemental Lesson Using XML in Word