



Collaborating and sharing documents in Microsoft Word

Duration: 3 hours

Objectives

Microsoft Office Word 2007 offers several options for securing and protecting Word documents as well as providing various collaborative features. This course demonstrates how to use Word 2007's document security, which includes locking document formatting, password protecting a document, marking a document as read-only, using Document Inspector, viewing privacy options, and adding a digital signature. This course also discusses and demonstrates working with HTML to save a document as a web page and creating a web page in Word as well as how to create blogs in Word 2007.

Target Audience

This course is intended for personnel at all levels of the enterprise; advanced end-users seeking to attain proficiency in Word 2007; advanced end-users seeking to obtain Microsoft Office certification at in the use of Microsoft Word 2007.

Prerequisite

Basic desktop computer literacy and a familiarity with the Microsoft Windows environment.

Course Outline

- Perform a simple mail merge in Word.
- Connect to a mail merge data source and sort and filter the records in it.
- Manipulate records in a mail merge data source.
- Share documents and create document versions.
- Configure security settings for a document in Word.
- Create and protect a document version in Word.
- Work with HTML in Word.
- Edit a web page and set web options in Word.



Learning

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Key Component of FRCI

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- Describe the online collaboration functionality in Word.
- Work with document versions in Word.
- Add, edit, and delete comments in Word.
- Use the Track Changes feature and work with changes from multiple reviewers.
- Track changes and work with comments in Word.