Course Title: Microsoft Word II

Course Description:
Advanced topics in Word, including long document indexing, collaboration, macros, and integrating with other Office programs.

Course Prerequisite(s):
Word II

Course Objectives:
1. Define and adjust structures for tables
2. Create tables and templates
3. Write macros
4. Perform object linking and embedding (OLE) functions

Textbook(s):
Microsoft Word 2010: Level 3
Labyrinth Learning
ISBN: 1-59136-490-6

Next Class Possibilities: Word VBA

Lesson Plan – by week or session
Session 1: Organizing Long Documents
• Creating a Table of Contents
• Working with multiple headers and footers
• Creating an index
• Adding cross-references
Session 2: **Collaborating in Word**
- Using the highlighter
- Tracking changes to documents
- Reviewing tracked changes
- Saving and sending files
- Reviewing changes from multiple reviewers
- Managing versions of documents
- Introducing SkyDrive and Office Web Apps 2010

Session 3: **Sharing and Securing Content**
- Preparing documents for sharing
- Controlling document access
- Attaching digital signatures to documents

Session 4: **Personalizing Word**
- Customizing Word options
- Modifying document properties
- Identifying research options
- Automating Word tasks using macros
- Using the VBA editor to edit macros

Session 5: **Integrating Word with Excel, PowerPoint and the Web**
- Embedding and linking Excel objects
- Using Excel as a mail merge data source
- Integrating Word with PowerPoint
- Creating web pages from Word documents

Session 6: **Course summary**
- Review
- Instructor discretion