



*Are you a pencil pusher trapped in a computer?
We can help?*

M J H COMPUTER TRAINING

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Microsoft® Office Word 2010: Level 3

Course Content

Lesson 1: Using Microsoft Office Word 2010 with Other Programs

Topic 1A: Link a Word Document to an Excel Worksheet

Topic 1B: Send a Document Outline to Microsoft® Office PowerPoint®

Topic 1C: Send a Document as an Email Message

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Topic 2C: Review a Document

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Topic 2F: Review Track Changes and Comments

Topic 2G: Coauthor a Document

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Lesson 7: Creating Forms

Topic 7A: Add Form Fields to a Document

Topic 7B: Protect a Form

Topic 7C: Automate a Form

Appendix A: Office Word Mobile 2010