



# CenterPoint Solution, LLC

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## MICROSOFT® WORD® - ADVANCED LEVEL 2007

### *Course Description:*

In this course, you will use Word to create, manage, revise, and distribute long documents and forms.

### *Who Should Take This Course:*

This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents.

### *Achieved Results:*

You will create, manage, revise, and distribute long documents.

### *Course Outline:*

- Use Microsoft® Word® 2007 with other programs
- Collaborate on documents
- Manage document versions
- Add reference marks and notes
- Make long documents easier to use
- Secure a document