



University Information
Technology Services

Microsoft Word 2010

Level 3

University Information Technology Services

Outreach, Training, Learning Technologies &
Video Production

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Introduction

This booklet is the companion document to the Word 2010 Level 3 workshop. The content assumes knowledge of the Microsoft Office 2010 interface, and builds on the content contained in the Word 2010 Level 2 booklet.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Add footnotes and endnotes to a document
- Add citations and a bibliography to a document
- Create a table of contents
- Create macros
- Create interactive forms
- Perform a mail merge
- Track and merge changes to a document

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