

# MICROSOFT WORD LEVEL THREE

## Word 3.1

### Unit K: Working with References

Adding Footnotes  
[Inserting Endnotes](#)  
Using the Translate Feature Inserting Citations  
Modifying Citations and Managing Sources  
Generating a Bibliography  
Inserting Equations  
Modifying Equations  
Creating a Table of Figures  
[Creating a table of authorities](#)

Concepts Review  
Skills Review  
Independent Challenges  
Visual Workshop

### Unit L: Integrating Word with Other Programs

Exploring Integration Methods  
Embedding an Excel Worksheet  
Linking an Excel Chart  
Embedding a PowerPoint Slide  
[Creating a Power Point presentation from a Word outline](#)  
Inserting a Word File and Hyperlinks  
Importing a Table from Access  
Managing Document Links  
Merging with an Access Data Source

Concepts Review  
Skills Review  
Independent Challenges  
Visual Workshop

## Word 3.2

### Unit M: Exploring Advanced Graphics

Understanding Illustrations in Word  
Modifying a Picture  
[Compressing pictures](#)  
Editing Charts  
Creating SmartArt  
Editing Clip Art  
Using Layering Options  
[Using advanced positioning options](#)  
Aligning, Distributing, and Rotating Graphics  
Inserting a Watermark and a Page Border  
[Printing a page border](#)

Concepts Review  
Skills Review  
Independent Challenges  
Visual Workshop

### Unit N: Building Forms

Constructing a Form Template  
Adding and Modifying Text Content Controls  
Adding Date Picker and Picture Content Controls  
Adding Drop-Down Content Controls  
Adding a Building Block Content Control  
Inserting Legacy Forms Controls  
[ActiveX Controls](#)  
Formatting and Protecting a Form  
[Protecting documents with formatting and editing restrictions](#)  
Filling in a Form as a User  
[Editing a form template](#)

Concepts Review  
Skills Review  
Independent Challenges  
Visual Workshop

## Word 3.3

### Unit O: Collaborating with Co-Workers

Exploring Collaboration Options  
Including Comments in a Document  
Tracking Changes  
[Tracked Changes and the Clipboard](#)  
Working with Tracked Changes  
Managing Reviewers  
Comparing Documents  
Using Find and Replace Options  
Digitally Signing Documents  
[Acquiring a digital ID](#)

Concepts Review  
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Independent Challenges  
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# MICROSOFT WORD LEVEL THREE

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## Word 3.4

### Unit P: Customizing Word

Planning a Macro

Creating a Macro

Recording Macro Steps

Running a Macro

Editing a Macro in Visual Basic

[Locating Visual Basic codes](#)

Customizing the Quick Access Toolbar

Modifying Options

[Creating and using custom dictionaries](#)

Using the Document Inspector

Concepts Review

Skills Review

Independent Challenges

Visual Workshop

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