

Word 2013 - Part 3 - Advance

Course Overview

In Microsoft® Word 2013: Part 3, the student will gain advanced skills to work with lengthy documents, collaborate with others, and create forms, as well as revise, manage, and secure business documents.

Who Should Attend

This course is intended for students who create and work with lengthy documents, collaborate with others on documents, and create forms in Microsoft Word.

Course Prerequisites

Word 2013 - Part 1

Word 2013 - Part 2

Course Outline

1 - Collaborating on Documents

- Modify User Information
- Share a Document
- Compare Document Changes
- Review a Document
- Merge Document Changes
- Review Tracked Changes
- Coauthor Documents

2 - Adding Reference Marks and Notes

- Add Captions
- Add Cross-References
- Add Bookmarks
- Add Hyperlinks
- Insert Footnotes and Endnotes
- Add Citations and a Bibliography

3 - Simplifying and Managing Long Documents

- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Contents
- Insert an Ancillary Table
- Manage Outlines
- Create a Master Document

4 - Securing a Document

- Suppress Information
- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document
- Restrict Document Access

5 - Forms

- Create Forms
- Manipulate Forms

