

Microsoft Word Level 3 – Course Outline

About This Course

Microsoft Word enables you to do more than word processing. Word includes advanced image manipulation tools, collaboration features, cross-referencing and linking tools, entry forms and data collection, security features and tools to automate document production.

Target Audience

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

At Course Completion

After completing this course, students will be able to:

- ✓ Collaborate on documents
- ✓ Add reference marks and notes
- ✓ Make long documents easier to use
- ✓ Secure a document
- ✓ Work with forms

Course Content

Collaborating on Documents

- Modify user information
- Share a document
- Compare document changes
- Review a document
- Merge document changes
- Review tracked changes
- Co-author documents
- Insert an index
- Insert a table of contents
- Insert a secondary table
- Manage outlines
- Master and Sub documents

Adding Reference Marks and Notes

- Add captions
- Add cross-references
- Add bookmarks
- Add hyperlinks
- Add comments
- Insert footnotes and endnotes
- Add citations and a bibliography

Simplifying and Managing Long Documents

- Insert blank and cover pages

Securing a Document

- Set formatting and editing restrictions
- Add a digital signature to a document
- Restrict document access

Using Forms

- Create forms
- Manipulate forms

Controlling Text Flow

- Control paragraph flow
- Insert section breaks
- Advanced headers and footers
- Insert columns

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- Link text boxes to control text flow

Macros

- Create a simple macro
- Rename a macro

Working with the Ribbon

- Create a custom tab

- Rename a custom tab
- Create a custom group
- Rename a group
- Adding commands to a custom group
- Adding icons to custom groups

Course duration: one day

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