Microsoft Word Advanced (Level III)

Microsoft Word 2016 enables you to do more than simple word processing. It can be used to collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word 2016 enable you to revise, manage, and secure your business documents.

 **Course Content: Part I Course Content: Part II**

## Lesson 1: Collaborating on Documents

Topic A: Modify User Information

Topic B: Share a Document

Topic C: Compare Document Changes

Topic D: Review a Document

Topic E: Merge Document Changes

Topic F: Review Tracked Changes

Topic G: Coauthor Documents

## Lesson 2: Adding Reference Marks and Notes

Topic A: Add Captions

Topic B: Add Cross-References

Topic C: Add Bookmarks

Topic D: Add Hyperlinks

Topic E: Insert Footnotes and Endnotes

Topic F: Add Citations and a Bibliography

## Lesson 3: Simplifying and Managing Long Documents

Topic A: Insert Blank and Cover Pages

Topic B: Insert an Index

Topic C: Insert a Table of Contents

Topic D: Insert an Ancillary Table

Topic E: Manage Outlines

## Lesson 4: Securing a Document

Topic A: Suppress Information

Topic B: Set Formatting and Editing Restrictions

Topic C: Add a Digital Signature to a Document

Topic D: Restrict Document Access

## Lesson 5: Forms

Topic A: Create Forms

Topic B: Manipulate Forms

### Appendix A: Working with Legacy Form Fields

### Appendix B: Managing Document Versions