COURSE OUTLINE

Microsoft Word 2016:

Part 3

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day	Expert	VILT/ILT	N/A	End User

Course Overview

This advanced course is designed to help power users leverage Microsoft Word to collaborate on documents and secure information. This course also covers techniques for creating complex documents, such as forms or documents that require reference pages.

Topics

Collaborating on Documents
This lesson begins with a look at modifying user information and sharing documents. We also take a look at working with comments and comparing document changes. The lesson concludes with reviewing a document, merging document changes and coauthoring documents.

- TOPIC A: Modify User Information
- TOPIC B: Share a Document

- TOPIC C: Work with Comments
- TOPIC D: Compare Document Changes
- TOPIC E: Review a Document
- TOPIC F: Merge Document Changes
- TOPIC G: Coauthor Documents

Adding Reference Marks and Notes
This lesson explores how to annotate documents with reference tools, such as captions, cross-references, bookmarks, hyperlinks, footnotes, endnotes, citations, and bibliographies.

- 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

- TOPIC G: Insert a Bibliography

Simplifying and Managing Long Documents

This lesson looks at ways to enhance and streamline long douments. Topics include adding cover pages; creating an index, table of contents, and ancillary tables (such as a table of authorities); managing outlines; and working with master documents and subdocuments.

- 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

- TOPIC F: Create a Master Document

Securing a Document

This lesson covers how to suppress information from a document, set editing restrictions, add a digital signature to a document, and restrict document access.

- TOPIC A: Suppress Information

- TOPIC B: Set Editing Restrictions

- TOPIC C: Add a Digital Signature to a Document

- TOPIC D: Restrict Document Access

Forms

In this lesson, students will learn how to create, and manipulate forms. Techniques for saving and exporting form data are also covered.

- TOPIC A: Create Forms

- TOPIC B: Manipulate Forms

- TOPIC C: Form Data Conversion

Managing Document Versions

This final lesson focuses on creating, comparing, and combining document versions by using Microsoft Office SharePoint Server with Microsoft Word 2016.

- TOPIC A: Create a New Document Version

- TOPIC B: Compare Document Versions

- TOPIC C: Merge Document Versions