# NETCAMPUS GROUP
unlocking potential

# COURSE OUTLINE

**Microsoft Word 365:**

**Part 3**

Microsoft
Solutions Partner
Business Applications

Training Services

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

## Course Overview

This advanced Microsoft 365 course is designed to help users 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 and, merging document changes.

- 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

**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 documents. 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 secure important documents, 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 SharePoint Server with Microsoft 365 Word.

- TOPIC A: Create a New Document Version
- TOPIC B: Compare Document Versions