



Microsoft Word: Level 3

Course Length: 1-day (8:30am – 4:00pm)

Course Cost: \$310.00 plus GST

Overview

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 Objectives

In this course, you will manage, revise, and distribute documents.

You will:

- Collaborate on documents
- Add reference marks and notes
- Simplify and manage long documents
- Secure a document
- Create forms

Course Content

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

Topic F: Create a Master Document

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