

WORD ADVANCED COURSE OUTLINE

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.

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.

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.

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.

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.

Forms

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

Managing Document Versions

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

All days are 9.00am – 4.30pm. To see current fees, dates offered and/or book a course please go to www.bct.unlocksuccess.com.au

Once you have booked you will receive email confirmation with venue, date and parking details within 48 hours.