

# microsoft word Advanced

## PROGRAM OVERVIEW:

This advanced Microsoft Word 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.

## COURSE DURATION, DELIVERY METHOD AND COST-FREE CUSTOMISATION

Full course duration is 1 day, but can be modified for delivery in shorter blocks. Additionally, this course can be customised at no additional cost to include topics from our Microsoft Word 365: Introduction and Intermediate courses. While designed to be delivered on-site at your premises to individuals or groups, this course is also available through live facilitator-led remote-access on-line learning to individuals or groups.

## TOPICS:

### Collaborating on Documents

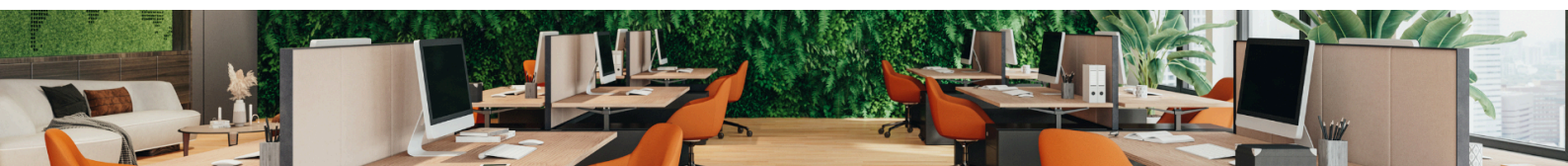
This lesson begins with a look at modifying user information and sharing documents. We also take a look at working with comments and comparing document changes. The lesson concludes with reviewing a document and merging document changes.

- Modifying User Information
- Sharing a Document
- Working with Comments
- Comparing Document Changes
- Reviewing and Merging 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.

- Adding Captions
- Adding Cross-References
- Adding Bookmarks and Hyperlinks
- Inserting Footnotes and Endnotes
- Adding Citations
- Inserting a Bibliography



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### **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.

- Inserting Blank and Cover Pages
- Inserting an Index and Table of Contents
- Inserting an Ancillary Table
- Managing Outlines
- Creating 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.

- Suppressing Information
- Setting Editing Restrictions
- Adding a Digital Signature to a Document
- Restricting Document Access

### **Forms**

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

- Creating Forms
- Manipulating Forms
- Forming 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.

- Creating a New Document Version
- Comparing Document Versions

