

Advanced Microsoft® Office Word 2010/2013 & 2016

In Microsoft® Word Intermediate, you gained the skills to work with more complex business documents and automate tasks. If you work with lengthy documents, collaborate with others, or create forms, this course will show you how to use Word to efficiently accomplish these tasks.

Future People's Advanced Microsoft Word training enables you to do a lot more than simple word processing. It can be used to collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word enable you to revise, manage, and secure your business documents.

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

Appendix A: Managing Document Versions

Appendix B: Working with Legacy Form Fields



Duration: 1 day

Methods of Delivery

- Instructor Led Classroom Facilitated
- On-site Company Training