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| Course Name | Microsoft Office Word 2013 Advanced |
| Course Duration | 2 Days |
| Course Structure | Instructor-Led |
| Course Overview | <p>In Microsoft® Word 2013: Part 2, 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.</p> <p>Microsoft Word 2013 enables you to do 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 2013 enable you to revise, manage, and secure your business documents.</p> |
| Course Outcome | 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 Details | <p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>Lesson 5: Forms Topic A: Create Forms Topic B: Manipulate Forms</p> |