

Microsoft Office Word 2013 Level 3 Online Training



Course Outline

Word 2013: Level 3

Lesson 01 - Collaborating on Documents

Topic A: Modify User Information
Document Panel
Demo 1-1: Modifying User Information
Topic B: Share a Document
Demo 1-2: Sending a Document as an Attachment
Topic C: Compare Document Changes
Comparing Two Documents
Compare Documents Dialog Box
Demo 1-3: Comparing Document Changes
Topic D: Review a Document
Track Changes Options
Track Changes Indicator
Comments in Comment Pane
Comment Replies
Demo 1-4: Reviewing a Document
Topic E: Merge Document Changes
Combining Document Changes
Reviewing Pane
Topic F: Review Tracked Changes
Demo 1-5 & 1-6: Merging Document Changes and Accepting or Rejecting Changes
Topic G: Coauthor Documents
See Who Else is Editing the File
Notification of an Area Locked by Another User
Changes by Others are Highlighted in Green
Demo 1-7: Coauthoring a Document
Lesson 01 Review

Lesson 02 - Adding Reference Marks and Notes

Topic A: Add Captions
Captions
Caption Dialog Box
Demo 2-1: Adding Captions

Topic B: Add Cross-References
Cross-Reference in a Document
Demo 2-2: Adding Cross-References
Demo 2-3: Updating a Cross-Reference
Topic C: Add Bookmarks
Bookmark Dialog Box
Demo 2-4: Creating and Using Bookmarks
Topic D: Add Hyperlinks
Insert Hyperlink Dialog Box
Demo 2-5: Inserting Hyperlinks
Topic E: Insert Footnotes and Endnotes
Footnotes and Endnotes
Footnote and Endnote Dialog Box
Demo 2-6: Inserting Footnotes and Endnotes
Topic F: Add Citations and a Bibliography
Create Source Dialog Box
Demo 2-7: Inserting Citations and a Placeholder
Demo 2-8: Adding a Bibliography
Demo 2-9: Modify a Citation and Bibliography
Lesson 02 Review

Lesson 03 - Simplifying and Managing Long Documents

Topic A: Insert Blank and Cover Pages
Demo 3-1: Inserting Cover and Blank Pages
Topic B: Insert an Index
Index Dialog Box
Concordance File
Demo 3-2: Indexing a Document
Topic C: Insert a Table of Contents
Demo 3-3: Inserting a Table of Contents
Topic D: Insert an Ancillary Table
Mark Citation Dialog Box
Table of Authorities Dialog Box
Demo 3-4: Adding a Table of Figures
Demo 3-5: Adding a Table of Authorities

Topic E: Manage Outlines
Outline View
Demo 3-6: Creating and Organizing an Outline
Topic F: Create a Master Document
Master Document
Demo 3-7: Creating a Master Document
Demo 3-8: Modifying a Master Document
Lesson 03 Review

Lesson 04 - Securing a Document

Topic A: Suppress Information
Document Inspector Dialog Box
Demo 4-1: Hiding Text
Demo 4-2: Removing Personal Information from a Document
Topic B: Set Formatting and Editing Restrictions
Restrict Editing Task Pane
Demo 4-3: Setting Formatting and Editing Restrictions
Topic C: Add a Digital Signature to a Document
Digital Signature
Signatures Task Pane
Requested Signatures
Demo 4-4: Adding a Digital Signature to a Document
Topic D: Restrict Document Access
Demo 4-5: Setting a Password for a Document
Lesson 04 Review

Lesson 05 - Forms

Topic A: Create Forms
Forms
Content Controls
Content Controls Panel
Demo 5-1: Using the Controls Group
Demo 5-2: Locking and Saving a Form
Topic B: Manipulate Forms
Demo 5-3: Adding and Removing Fields from a Form
Lesson 05 Review
Course Closure