

## Microsoft Word 2013 Advanced

**Duration:** 1 Day of Training

### Course Description

Advanced features of Word enable you to revise, manage, and secure your business documents. The course will cover aspects and differences from 2016, 2013, 2010, and 2007.

### Target Students

This course is intended for students who create and work with lengthy documents, collaborate with others on documents, and create forms in Microsoft Word.

### Prerequisites

Students should be able to use Microsoft Word to create, edit, format, save, and print business documents that contain text, tables, and graphics. Students should also be able to use a web browser and an email program. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work. To meet this prerequisite, you can take any one or more of the following courses:

- Microsoft Word Introduction
- Microsoft Word Intermediate

### Delivery Method

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Course Objectives

Upon successful completion of this course, students will be able to:-

- Collaborating on Documents
- Adding Reference Marks and Notes
- Simplifying and Managing Long Documents
- Securing a Document
- Forms

### 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: Co-author 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

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