

Microsoft® Office Word 2016: Level 3

Training Course Content

Course Objectives: In Word 2016: 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. Learn how much faster it is in 2016 to share your documents and work in real time with others on SharePoint or OneDrive. In addition it will be easier to have multiple version history.

Prerequisites: To ensure success, students should be comfortable in the Windows environment, and should be able to perform tasks such as opening and closing applications, navigating basic file structures, and managing files and folders. Before starting this course, students should have completed Word 2016: Level 1 and Level 2 or possess the equivalent knowledge.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Collaborating on Documents

Topic 1A: Modify User Information
Topic 1B: Share a Document
Topic 1C: Compare Document Changes
Topic 1D: Review a Document
Topic 1E: Merge Document Changes
Topic 1F: Review Tracked Changes
Topic 1G: Coauthor a Document

Lesson 2: Adding Reference Marks and Notes

Topic 2A: Add Captions
Topic 2B: Add Cross-References
Topic 2C: Add Bookmarks
Topic 2D: Add Hyperlinks
Topic 2E: Insert Footnotes and Endnotes
Topic 2F: Add Citations and a Bibliography

Lesson 3: Simplifying and Managing Long Documents

Topic 3A: Insert Blank and Cover Pages
Topic 3B: Insert an Index
Topic 3C: Merge Document Versions
Topic 3D: Insert an Ancillary Table
Topic 3E: Manage Outlines
Topic 3F: Create a Master Document

Lesson 4: Securing a Document

Topic 4A: Suppress Information
Topic 4B: Set Formatting and Editing Restrictions
Topic 4C: Add a Digital Signature to a Document
Topic 4D: Restrict Document Access

Lesson 5: Forms

Topic 5A: Create Forms
Topic 5B: Manipulate Forms