

# MICROSOFT WORD 365 - PART 3

Course Code: 821477

By the end of this course, students should be comfortable with using Microsoft Word's tools to facilitate collaboration and document versioning. Students will also learn how to create reference pages and manage long documents. As well, students will learn how to create forms using Microsoft Word. Most of the features Microsoft incorporated in Office 2019 already exist in Office 365. Office 365 is a great solution for those looking for Office 2019 Training.

Welcome to the third part of our Microsoft 365 Word courseware. This advanced course is designed to help users collaborate on documents and secure information. This course also covers techniques for creating complex documents, such as forms or documents that require reference pages.

This course uses the desktop version of Microsoft 365 Word, not the online version.

## What You'll Learn

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

## Who Needs to Attend

Users who are looking to advance their skills in Word 365.

## Prerequisites

This course assumes that the user has completed the first two levels of our Microsoft 365 Word courseware, or has equivalent knowledge of the following topics:

- Using the various parts of the Microsoft Word interface
- Getting help in Microsoft Word
- Creating, opening, and saving a basic document
- Applying formatting to text
- Controlling text flow using the tools on the Home tab, Layout tab, and Page Setup dialog
- Customizing document format using styles and themes
- Using templates

- Inserting and modifying tables, charts, text boxes, shapes, images, videos, and SmartArt
- Proofing a document for errors
- Customizing the Microsoft Word environment
- Performing a mail merge
- Using macros

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CLASSROOM LIVE

\$295 CAD

1 Day

## Classroom Live Outline

### **Lesson 1: Collaborating on Documents**

- Topic A: Modify User Information
- Topic B: Share a Document
- Topic C: Work with Comments
- Topic D: Compare Document Changes
- Topic E: Review a Document
- Topic F: Merge Document Changes

### **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
- Topic G: Insert 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 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
- Topic C: Form Data Conversion

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VIRTUAL CLASSROOM LIVE

\$295 CAD

1 Day

## Virtual Classroom Live Outline

### **Lesson 1: Collaborating on Documents**

- Topic A: Modify User Information
- Topic B: Share a Document
- Topic C: Work with Comments
- Topic D: Compare Document Changes
- Topic E: Review a Document
- Topic F: Merge Document Changes

### **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
- Topic G: Insert 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 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
- Topic C: Form Data Conversion



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PRIVATE GROUP TRAINING

1 Day

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