Microsoft® Office Word 2013: Part 3

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

*Certification: Microsoft® Office Specialist (MOS): Microsoft® Office Word 2013 Expert — **Exam**: 77-427 & 77-428*

Course Description

In Microsoft® Word 2013: Part 2, participants 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. 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.

Target Audience

This course is intended for:

- Individuals who create and work with lengthy documents, collaborate with others on documents, and create forms in Microsoft® Word.

Prerequisites

To attend this course, candidates must have:

- Experience in the Windows® 8 environment, and be able to use Windows® 8 to manage information on your computer.
- Met the prerequisite, any one or more of the following Logical Operations courses:
  - *Microsoft® Office Word 2013: Part 1*
  - *Microsoft® Office Word 2013: Part 2*

Course Objectives

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

- Collaborate on documents.
- Add reference marks and notes.
- Simplify and manage long documents.
- Secure a document.
- Create forms.

Course Topics

Module 1: Collaborating on Documents

- Modify User Information
- Share a Document
- Compare Document Changes
- • Review a Document
- Merge Document Changes
- Review Tracked Changes
- Co-author Documents

Module 2: Adding Reference Marks and Notes

- Add Captions
- Add Cross-References
- Add Bookmarks
- Add Hyperlinks
- Insert Footnotes and Endnotes
- Add Citations and a Bibliography

Module 3: Simplifying and Managing Long Documents

- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Contents
- Insert an Ancillary Table
- Manage Outlines
- Create a Master Document

Module 4: Securing a Document

- Suppress Information
- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document
- Restrict Document Access

Module 5: Forms

- Create Forms
- Create a Data Source Using Word
- Manipulate Forms

Appendix A: Managing Document Versions

Appendix B: Working with Legacy Form Fields

ACTIVITIES INCLUDED

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