



Microsoft® Office Word® 2013

Advanced

Course Description

Course Overview: In Microsoft® Word 2013: Intermediate, 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.

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 Student: 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: To ensure success, you should be comfortable in the Windows® environment, and be able to use Windows to manage information on your computer. Specific tasks you should be able to perform include opening and closing applications, navigating basic file structures, and managing files and folders. To meet this prerequisite, you can take any one or more of the following CompuTrain courses:

- Microsoft® Office Word 2013: Introduction
- Microsoft® Office Word 2013: Intermediate

Course Objectives

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

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

Course Content

Lesson 1: Collaborating on Documents

- Modify User Information
- Share a Document
- Compare Document Changes
- Review a Document
- Merge Document Changes
- Review Tracked Changes
- Coauthor Documents

Lesson 2: Adding Reference Marks and Notes

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

Course Content (continued on next page)



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Lesson 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

Lesson 4: Securing a Document

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

Lesson 5: Forms

- Create Forms
- Manipulate Forms

Appendix A: Managing Document Versions

Appendix B: Working with Legacy Form Fields