

## **MICROSOFT OFFICE WORD 2016 – PART 3**

This advanced course is designed to help power users leverage Microsoft Word to collaborate on documents and secure information. This course also covers techniques for creating complex documents, such as forms or documents that require reference pages.

### **Collaborating on Documents**

This lesson begins with a look at modifying user information and sharing documents. We also take a look at working with comments and comparing document changes. The lesson concludes with reviewing a document, merging document changes and coauthoring documents.

### **Adding Reference Marks and Notes**

This lesson explores how to annotate documents with reference tools, such as captions, cross-references, bookmarks, hyperlinks, footnotes, endnotes, citations, and bibliographies.

### **Simplifying and Managing Long Documents**

This lesson looks at ways to enhance and streamline long documents. Topics include adding cover pages; creating an index, table of contents, and ancillary tables (such as a table of authorities); managing outlines; and working with master documents and subdocuments.

### **Securing a Document**

This lesson covers how to suppress information from a document, set editing restrictions, add a digital signature to a document, and restrict document access.

### **Forms**

In this lesson, students will learn how to create, and manipulate forms. Techniques for saving and exporting form data are also covered.

### **Managing Document Versions**

This final lesson focuses on creating, comparing, and combining document versions by using Microsoft Office SharePoint Server with Microsoft Word 2016.