

Overview:

In Microsoft Word 2016: Level 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.

Microsoft Word 2016 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 2016 enable you to revise, manage, and secure your business documents.

Target Audience:

This course is intended for students who create and work with lengthy documents, collaborate with others on documents, and create forms in Microsoft Word.

Pre-requisites:

To ensure success, you should be comfortable in the Windows 8 environment, and be able to use Windows 8 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 courses:

- Microsoft Office Word 2016: Level 1
- Microsoft Office Word 2016: Level 2

Lesson 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

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

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

