

ME-WRD365L3: MICROSOFT® WORD 365 LEVEL 3



DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Advanced	Office 365	Instructor Led	NA

INTRODUCTION

Welcome to the second part of our Microsoft Word 365 courseware. This intermediate-level course is designed to help users who are familiar with Word's basic features to take their skills to the next level. 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.

The training delivery is based on the desktop application and not on the online/browser version of the application.

AUDIENCE PROFILE

This advanced-level course is designed to help users who are familiar with Word's basic features to take their skills to the next level. This manual assumes the user has completed or understands the materials covered in the second part of the Microsoft Word 365: Level 2 courseware.

PREREQUISITES

This manual 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

COURSE OBJECTIVES

This manual assumes the user has completed, or has an understanding of the materials covered, in the first and second parts of the Microsoft Office Excel 365 courseware, including:

- Excel basics
- Working with data
- Modifying worksheets
- Printing workbook contents
- Managing large workbooks
- Customizing the Excel environment
- Creating advanced formulas
- Analysing data with logical and lookup functions
- Organizing worksheets data with tables
- Visualizing data with charts
- Analysing data with PivotTables, slicers, and PivotCharts
- Working with graphical objects
- Enhancing workbooks

COURSE CONTENT

Lesson 1: Collaborating on Documents

TOPIC A: Modify User Information

- Viewing File Properties
- User Information
- Activity 1-1: Modifying User Information

TOPIC B: Share a Document

- OneDrive
- Sharing a Document
- Editing a Shared File
- Activity 1-2: Sharing Documents

TOPIC C: Work with Comments

- Inserting Comments
- Editing Comments
- Replying to Comments
- Resolving Comments
- Navigating Through Comments
- Deleting Comments
- Activity 1-3: Working with Comments

TOPIC D: Compare Document Changes

- Legal Blackline
- Comparison Settings
- Accepting and Rejecting Changes
- Activity 1-4: Comparing Document Changes

TOPIC E: Review a Document

- Track Changes
- Turn Track Changes On and Off
- Markup Views
- Track Changes Options
- The Track Changes Indicator
- Reviewing Changes
- Activity 1-5: Reviewing a Document

TOPIC F: Merge Document Changes

- Combining Modifications from Multiple Reviewers
- **Error! Bookmark not defined.**
- Revisions Pane
- Resolving Style Conflicts
- Activity 1-6: Merging Document Changes
- Summary
- Review Questions

Lesson 2: Adding Reference Marks and Notes

TOPIC A: Add Captions

- Captions
- Adding Captions
- Caption Dialog Box
- Activity 2-1: Adding Captions

TOPIC B: Add Cross-References

- Cross-References
- Adding Cross-References
- Cross-Reference Dialog Box
- Activity 2-2: Adding Cross-References

TOPIC C: Add Bookmarks

- Bookmarks

- Adding Bookmarks
- Bookmark Dialog Box
- Bookmark Formatting Marks
- **Error! Bookmark not defined.**

- Hidden Bookmarks
- Activity 2-3: Adding Bookmarks

TOPIC D: Add Hyperlinks

- Hyperlinks
- Adding Hyperlinks
- Insert Hyperlink Dialog Box
- Options in the Link to Panel
- Edit Hyperlink Dialog Box
- Activity 2-4: Adding Hyperlinks

TOPIC E: Insert Footnotes and Endnotes

- Footnotes and Endnotes
- Inserting Footnotes and Endnotes
- The Footnote and Endnote Dialog Box
- Navigating Using Reference Marks
- ScreenTips for Footnotes and Endnotes
- Activity 2-5: Inserting Footnotes and Endnotes

TOPIC F: Add Citations

- Sources
- The Source Manager Dialog Box
- The Create Source Dialog Box
- The Edit Source Dialog Box
- Citations
- Adding Citations
- The Edit Citation Dialog Box
- Citation and Bibliography Styles
- Activity 2-6: Adding Citations and a Bibliography

TOPIC G: Insert a Bibliography

- Bibliographies
- Adding a Bibliography
- Updating the Bibliography
- Activity 2-7: Adding Citations and a Bibliography
- Summary
- Review Questions

Lesson 3: Simplifying and Managing Long Documents

TOPIC A: Insert Blank and Cover Pages

- Inserting Blank Pages
- Inserting Cover Pages
- Activity 3-1: Inserting Blank and Cover Pages

TOPIC B: Insert an Index

- The Mark Index Entry Dialog Box
- Index Entry Field Codes
- The Index Dialog Box
- The Open Index AutoMark File Dialog Box
- The Concordance File
- The Style Dialog Box
- The Modify Style Dialog Box
- Updating the Index
- Activity 3-2: Inserting an Index

TOPIC C: Insert a Table of Contents

- Table of Contents
- The Table of Contents Dialog Box
- The Add Text Option
- The Mark Table of Contents Entry Dialog Box
- Updating a Table of Contents
- Activity 3-3: Inserting a Table of Contents

TOPIC D: Insert an Ancillary Table

- Ancillary Tables
- The Table of Figures Dialog Box
- Table of Authorities
- The Mark Citation Dialog Box
- The Table of Authorities Dialog Box
- Field Code for a Marked Citation
- Activity 3-4: Inserting Ancillary Tables

TOPIC E: Manage Outlines

- Outline View
- Outline Symbols
- Outline View Tools
- Creating an Outline
- Promoting and Demoting Sections
- Activity 3-5: Managing Outlines

TOPIC F: Create a Master Document

- Master Documents
- Benefits of Master Documents
- Creating a Master Document
- Creating Subdocuments
- Master Document Group
- Managing Subdocuments
- Activity 3-6: Creating a Master Document
- Summary
- Review Questions

Lesson 4: Securing a Document

TOPIC A: Suppress Information

- Suppress Sensitive Information
- Hidden Text
- Remove Personal Information from a Document
- The Document Inspector Dialog Box
- Activity 4-1: Suppressing Information

TOPIC B: Set Editing Restrictions

- The Restrict Editing Task Pane
- Protected View
- Mark as Final
- Activity 4-2: Setting Editing Restrictions

TOPIC C: Add a Digital Signature to a Document

- Digital Certificates
- Digital Signatures
- The Signature Line
- Digitally Signing a Document

- The Signatures Task Pane
- Requested Signatures
- Valid Signatures
- Activity 4-3: Adding Digital Signatures to a Document

TOPIC D: Restrict Document Access

- Applying a Document Password
- Changing the Document Password
- Removing the Document Password
- Activity 4-4: Restricting Document Access
- Summary
- Review Questions

Lesson 5: Forms

TOPIC A: Create Forms

- Forms
- Plan a Form
- The Controls Group
- Form Controls

- Design Mode
- Legacy Tools
- Form Field Options
- Toggling Form Field Shading
- Clearing Entered Data from Form Fields
- Protecting a Form
- Activity 5-1: Creating a Form

TOPIC B: Manipulate Forms

- Modifying a Control's Title Tab
- Adding Help Contents to Form Fields
- Activity 5-2: Manipulating Forms

TOPIC C: Form Data Conversion

- Save Form Data as a Text File
- How Data is Saved
- Linking the Form to a Database
- Modifying Tab Order
- Activity 5-3: Converting Form Data

- Summary
- Review Questions

Lesson 6: Managing Document Versions

TOPIC A: Create a New Document Version

- Microsoft SharePoint Server
- Versioning
- Versioning Settings
- Major versus Minor Versions
- Accessing Documents Directly from a SharePoint Site
- Begin Working with Document Versions
- Activity 6-1: Creating a New Document Version

TOPIC B: Compare Document Versions

- The Compare Feature
- Compare Document Versions
- Summary
- Review Questions

ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course students will receive an attendance certificate.