

Microsoft Office Word 2013: Part 3

Course Overview

This course provides students with the knowledge and skills to create and work with lengthy documents, collaborate with others on documents, and create forms in Microsoft Word.

<u>Course Introduction</u>	1m
Course Introduction	
<u>Lesson 01 - Collaborating on Documents</u>	49m
Topic A: Modify User Information	
Document Panel	
Demo 1-1: Modifying User Information	
Topic B: Share a Document	
Demo 1-2: Sending a Document as an Attachment	
Topic C: Compare Document Changes	
Comparing Two Documents	
Compare Documents Dialog Box	
Demo 1-3: Comparing Document Changes	
Topic D: Review a Document	
Track Changes Options	
Track Changes Indicator	
Comments in Comment Pane	
Comment Replies	
Demo 1-4: Reviewing a Document	
Topic E: Merge Document Changes	
Combining Document Changes	
Reviewing Pane	
Topic F: Review Tracked Changes	
Demo 1-5 & 1-6: Merging Document Changes and Accepting or Rejecting Changes	
Topic G: Coauthor Documents	
See Who Else is Editing the File	
Notification of an Area Locked by Another User	
Changes by Others are Highlighted in Green	
Demo 1-7: Coauthoring a Document	
Lesson 01 Review	
<u>Lesson 02 - Adding Reference Marks and Notes</u>	50m
Topic A: Add Captions	
Captions	
Caption Dialog Box	
Demo 2-1: Adding Captions	
Topic B: Add Cross-References	
Cross-Reference in a Document	
Demo 2-2: Adding Cross-References	
Demo 2-3: Updating a Cross-Reference	

Topic C: Add Bookmarks

Bookmark Dialog Box

Demo 2-4: Creating and Using Bookmarks

Topic D: Add Hyperlinks

Insert Hyperlink Dialog Box

Demo 2-5: Inserting Hyperlinks

Topic E: Insert Footnotes and Endnotes

Footnotes and Endnotes

Footnote and Endnote Dialog Box

Demo 2-6: Inserting Footnotes and Endnotes

Topic F: Add Citations and a Bibliography

Create Source Dialog Box

Demo 2-7: Inserting Citations and a Placeholder

Demo 2-8: Adding a Bibliography

Demo 2-9: Modify a Citation and Bibliography

Lesson 02 Review

Lesson 03 - Simplifying and Managing Long Documents

49m

Topic A: Insert Blank and Cover Pages

Demo 3-1: Inserting Cover and Blank Pages

Topic B: Insert an Index

Index Dialog Box

Concordance File

Demo 3-2: Indexing a Document

Topic C: Insert a Table of Contents

Demo 3-3: Inserting a Table of Contents

Topic D: Insert an Ancillary Table

Mark Citation Dialog Box

Table of Authorities Dialog Box

Demo 3-4: Adding a Table of Figures

Demo 3-5: Adding a Table of Authorities

Topic E: Manage Outlines

Outline View

Demo 3-6: Creating and Organizing an Outline

Topic F: Create a Master Document

Master Document

Demo 3-7: Creating a Master Document

Demo 3-8: Modifying a Master Document

Lesson 03 Review

Lesson 04 - Securing a Document

24m

Topic A: Suppress Information

Document Inspector Dialog Box

Demo 4-1: Hiding Text

Demo 4-2: Removing Personal Information from a Document

Topic B: Set Formatting and Editing Restrictions

Restrict Editing Task Pane

Demo 4-3: Setting Formatting and Editing Restrictions

Topic C: Add a Digital Signature to a Document

Digital Signature
Signatures Task Pane
Requested Signatures
Demo 4-4: Adding a Digital Signature to a Document
Topic D: Restrict Document Access
Demo 4-5: Setting a Password for a Document
Lesson 04 Review

Lesson 05 - Forms

18m

Topic A: Create Forms

Forms

Content Controls

Content Controls Panel

Demo 5-1: Using the Controls Group

Demo 5-2: Locking and Saving a Form

Topic B: Manipulate Forms

Demo 5-3: Adding and Removing Fields from a Form

Lesson 05 Review

Course Closure

Total Duration: 3h 11m