

DURATION: One day Tutor-led groups at your premises

SUITABLE FOR: This course is for anyone who wants to develop their skills to manage long documents, collaborate with others and secure documents.

Aims & Objectives

- You will learn how to manage large documents, review and collaborate, restrict document access and distribute to others.

Pre-Requisites

- Before starting this course, it is recommended that you take the Microsoft Office Word Level 2 course.

About this Course

Introduction & Workshop Objectives

Lesson 1: Using Microsoft Word with Other Programs

- Link a Word Document to an Excel Worksheet
- Send a Document Outline to PowerPoint

Lesson 2: Collaborating on Documents

- Modify User Information
- Send a Document for Review
- Review a Document
- Compare Document Changes
- Merge Document Changes
- Review Track Changes and Comments

Lesson 3: Adding Reference Marks and Notes

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

Lesson 4: Simplifying the Use of Long Documents

- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Figures
- Insert a Table of Authorities
- Insert a Table of Contents

Lesson 5: Securing a Document

- Remove Personal Information from a Document
- Set Formatting and Editing Restrictions
- Set a Password for a Document

Lesson 6: Creating Forms

- Add Form Fields to a Document
- Protect a Form
- Automate a Form

Lesson 7: Importing and Exporting Data



For more information or to book please call **020 7256 6668** or email enquiries@gbclearning.co.uk