

Course Outline

- Course Objective:** Upon successful completion of this course, students will be able to use Microsoft Office Word 2013 with other programs; collaborate on documents; manage document versions; add reference marks and notes; make long documents easier to use; and secure a document.
- Target Student:** This course is intended for students who create and work with lengthy documents, collaborate with others on documents, and create forms in Microsoft Word.
- Prerequisites:** 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.

Course Content

1. Collaborating on Documents

- Modify User Information
- Share a Document
- Compare Document Changes
- Review a Document
- Merge Document Changes
- Review Tracked Changes
- Coauthor Documents

2. Adding Reference Marks and Notes

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

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

4. Securing a Document

- Suppress Information
- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document
- Restrict Document Access

5. Forms

- Create Forms
- Manipulate Forms

6. Appendix A

- Managing Document Versions

7. Appendix B

- Working with Legacy Form Fields