

Microsoft Office Word 2013: Level 3

Objectives: You will create, manage, revise, and distribute documents.

Designed for: This course is designed for people who want to gain skills necessary to manage lengthy documents, collaborate with others, and secure documents.

Prerequisites: Learners should be able to use Microsoft Office Word 2013 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Learners should also be able to use a web browser and an email program. In order to understand how Word interacts with other applications in the Microsoft Office System, learners should have a basic understanding of how worksheets and presentations work.

Course Content:

Collaborating on Documents

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

Adding Reference Marks and Notes

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

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

Securing a Document

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

Forms

- Create Forms
- Manipulate Forms

Duration: 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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