



IMSIMBI

COMPUTER TRAINING

UNLEASHING YOUR POTENTIAL



Imsimbi Computer Training proudly presents

Word Part Two – 1 DAY – builds on the basics – (then Part Three prepares learners to use the program at an advanced level)



Microsoft

Our Trainers are all Microsoft Certified

Imsimbi Training is a Level 1 Contributor BBEE company

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MICROSOFT OFFICE WORD 2016 – PART 3

This advanced course is designed to help power users leverage Microsoft Word to collaborate on documents and secure information. This course also covers techniques for creating complex documents, such as forms or documents that require reference pages.

Collaborating on Documents

This lesson begins with a look at modifying user information and sharing documents. We also take a look at working with comments and comparing document changes. The lesson concludes with reviewing a document, merging document changes and coauthoring documents.

Adding Reference Marks and Notes

This lesson explores how to annotate documents with reference tools, such as captions, cross-references, bookmarks, hyperlinks, footnotes, endnotes, citations, and bibliographies.

Simplifying and Managing Long Documents

This lesson looks at ways to enhance and streamline long documents. Topics include adding cover pages; creating an index, table of contents, and ancillary tables (such as a table of authorities); managing outlines; and working with master documents and subdocuments.

Securing a Document

This lesson covers how to suppress information from a document, set editing restrictions, add a digital signature to a document, and restrict document access.

Forms

In this lesson, students will learn how to create, and manipulate forms. Techniques for saving and exporting form data are also covered.

Managing Document Versions

This final lesson focuses on creating, comparing, and combining document versions by using Microsoft Office SharePoint Server with Microsoft Word 2016.

Lesson 1: Collaborating on Documents

TOPIC A: Modify User Information



TOPIC B: Share a Document
TOPIC C: Work with Comments
TOPIC D: Compare Document Changes
TOPIC E: Review a Document
TOPIC F: Merge Document Changes
TOPIC G: Co-author Documents

Lesson 2: Adding Reference Marks and Notes

TOPIC A: Add Captions
TOPIC B: Add Cross-References
TOPIC C: Add Bookmarks
TOPIC D: Add Hyperlinks
TOPIC E: Insert Footnotes and Endnotes
TOPIC F: Add Citations
TOPIC G: Insert a Bibliography

Lesson 3: Simplifying and Managing Long Documents

TOPIC A: Insert Blank and Cover Pages
TOPIC B: Insert an Index
TOPIC C: Insert a Table of Contents
TOPIC D: Insert an Ancillary Table
TOPIC E: Manage Outlines
TOPIC F: Create a Master Document

Lesson 4: Securing a Document

TOPIC A: Suppress Information
TOPIC B: Set Editing Restrictions
TOPIC C: Add a Digital Signature to a Document
TOPIC D: Restrict Document Access

Lesson 5: Forms

TOPIC A: Create Forms
TOPIC B: Manipulate Forms
TOPIC C: Form Data Conversion

Lesson 6: Managing Document Versions

TOPIC A: Create a New Document Version
TOPIC B: Compare Document Versions
TOPIC C: Merge Document Versions

