



Microsoft Word Advance Course Outline

Using Microsoft Office Word with Other Programs

Link a Word Document to an Excel Worksheet
Send a Document Outline to Microsoft® Office PowerPoint®
Send a Document as an Email Message

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
Coauthor a Document

Managing Document Versions

Create a New Document Version
Compare Document Versions
Merge Document Versions

Adding Reference Marks and Notes

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

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
Create a Master Document

Securing a Document

Hide Text
Remove Personal Information from a Document
Set Formatting and Editing Restrictions
Add a Digital Signature to a Document
Set a Password for a Document
Restrict Document Access

Creating Forms

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