

Module Title : Microsoft Word 2013 advanced

Duration : 1 day

Introduction

This training required some knowledge about Microsoft Word. In this training you will be gain knowledge about Word 2013 applications.

Contents

In this module it will explained how to enhance Word to better document creation.

Module 1: Commenting Documents

- Inserting Comments
- Editing and Replying to Comments
- Deleting Comments
- Navigating Through Comments
- Showing and Hiding Comments

Module 2: Reviewing Documents

- Tracking Changes
- Navigating Through Tracked Changes
- Accepting and Rejecting Changes
- Showing and Hiding Markup

Module 3: Configuring Reviewer Settings

- Changing Your User Name and Initials
- Modifying Track Changes Options
- Locking Track Changes On
- Using the Reviewing Pane

Module 4: Working with Multiple Documents

- Working with Versions
- Comparing Documents
- Combining Documents
- Recovering Unsaved Files
- Restricting Editing
- Password Protecting Documents

Module 5: Performing a Mail Merge

- Starting the Wizard
- Choosing a Document
- Selecting a Starting Document
- Selecting Recipients
- Creating Your Document
- Previewing Your Document
- Completing the Merge

Module 6: Creating Outlines

- Using Outline View
- Creating an Outline
- Expanding and Collapsing Headings
- Promoting and Demoting Headings
- Moving Headings

Module 7: Creating a Table of Contents

- Marking Headings
- Inserting a Pre-Built Table of Contents
- Inserting a Custom Table of Contents
- Updating a Table of Contents
- Removing a Table of Contents

Module 8: Creating an Index

- Marking Index Entries
- Inserting an Index
- Updating an Index
- Customizing the Index with Styles
- Removing an Index

Module 9: Creating References in a Document

- Inserting Footnotes and Endnotes
- Inserting Captions
- Inserting Bookmarks
- Creating Cross-References
- Inserting Citations
- Inserting a Bibliography