



Word 2010 Level 3 **NEW**

Working on documents with others

3 hours

Is this course for you?

You collaborate on documents with others or are looking to speed up document creation and editing.

Pre-requisites

The course assumes that delegates are familiar with:

- creating Word documents
- editing and formatting text
- opening, closing and saving documents

Course duration

3 hours

Course objectives

At the end of the course you will be able to use Track Changes to control edits that others have made to your documents. You will know how to protect a document so that only certain areas can be edited, how to add document content using Fields and Quick Parts and how to build a user-friendly document template.

Please let me know if you use SharePoint or another document management system and I can adjust the topics covered.

A handout covering the main course topics will be provided.

Track changes in a document

- Turn on Track Changes
- Password protect the record of changes
- Work in a tracked document
- Switch between views of a tracked document using the Review tab
- Hide and show markup from individual editors
- Accept and reject changes

Compare two versions of a document

- Use Compare to see how two versions of a document differ
- Merge multiple versions of a document together

Prepare a document for publication

- Run the Document Inspector
- Check accessibility issues
- Roll back using document versions

Protect a document

- Mark a document as Final
- Restrict editing in particular areas of a document
- Encrypt a document with a password

Use Quick Parts

- Create an AutoText entry
- Use AutoText in a document
- Understand Building Blocks
- Create a Quick Table
- Use the Building Block Manager

Work with fields

- Understand fields in Word
- Insert a field in a document
- Toggle field codes
- Update fields

Build a team template

- Create appropriate Styles
- Manage the Quick Styles list
- Save a document as a template
- Add Building Blocks to the template

This is a provisional course outline and may change