



Word

Collaborative Working

Duration: 3 Hours

Who should attend:

This course is designed for users who work closely on documents with other colleagues where it is important to control the editing that each user has done on the document and maybe secure certain areas so they cannot be changed.

This course teaches you how to implement the Track Changes feature and use this to approve or deny changes made by other users of the document. It also teaches you how to use the version control feature to revert back to a previous version of the document. You will also learn how to create forms from Word documents. Finally you will learn how to secure a document to prevent parts from being changed.

Pre-requisites:

Delegates should have strong editing skills for documents in Word. This knowledge can be obtained from our Word Editing Documents and Word Advanced Editing courses.

Content

Managing Document Changes

- Tracking Changes to a Document
- Using Highlights and Comments
- Accepting and Rejecting Changes
- Comparing Two Similar Documents

Version Control

- Opening previous versions of a document

Forms

- Create Forms
- Using a Form Template
- Creating a Form Template
- Inserting Fields in a Form Template
- Protecting a Form

Securing a Document

- Limiting the Formatting Options in a Document
- Set Regions of a Document that can be Modified
- Password Protecting Your Document
- Add a Digital Signature to a Document