

Microsoft Word Level 3- 2016

WORD 2016 CHAPTER 1: COLLABORATING IN WORD

- The Highlighter
- Tracking Changes to a Document
 - Viewing Tracked Changes
 - Setting the Username and Initials
 - Setting Reviewer Ink Colors
 - Adding Comments to a Track Changes Document
- Reviewing Tracked Changes
 - Displaying Tracked Changes
- Saving and Sending Files
- Reviewing Changes from Multiple Reviewers
 - Displaying Specific Markups and Reviewers
 - Comparing Documents

WORD 2016 CHAPTER 2: SHARING AND SECURING CONTENT

- Preparing Documents for Sharing
 - Compatibility Issues
 - To Convert or Not to Convert?
 - Preparing Backward-Compatible Documents
 - The Accessibility Checker
 - Document Properties and the Document Inspector
- Controlling Document Access
 - Restrict Editing
 - Allow Changes to Part of a Document
 - Restrict Formatting
 - Passwords and Encryption
 - Marking a Document as Final

WORD 2016 CHAPTER 3: PERSONALIZING WORD

- Setting Word Options
 - Changing the AutoRecover Interval and Default File Location
 - Modifying the Recent Document List
- Document Properties
 - Creating a Custom Property
- Automating Tasks with Macros
 - Assign Macros to a Toolbar or a Keyboard Shortcut
 - Store Macros
 - Recording Limitations
- Editing Macros with the VBA Editor
 - Running Macros from the Quick Access Toolbar
 - Macro Security
 - Deleting Macros

WORD 2016 CHAPTER 4: INTEGRATING WORD WITH EXCEL, POWERPOINT, AND THE WEB

- Embedding and Linking Excel Objects
 - Link or Embed Data
 - Link Objects
- Using Excel as a Mail Merge Data Source
- Integrating Word with PowerPoint
 - Using Word Outline View
 - Adding a PowerPoint Presentation to a Word Document
- Opening, Editing, and Saving a PDF File
- Creating Web Pages from Word Documents
 - Format Web Pages
 - Add Alternative Text
 - Edit Web Pages in Word