Microsoft Word – Level 3

Course outline

Provided by: Performance Management Consultants – PMC Training

Reference no.	215-26
Duration	1.00 day(s)	6:00 hours [1]
Website link	https://pmctraining.com/training/microsoft-word-level-3/

Advanced Skills for Today's Workplace

This advanced one-day course is designed to help power users leverage Microsoft Word in order to change document structure using sections, collaborate on documents and secure information. This course also covers techniques for creating complex documents, such as documents that track changes, reference pages, outlines, master and sub-documents.

Learning outcomes

At the end of this workshop, you will be able to:

- Work with Sections
- Collaborate on Documents
- Add Reference Marks and Notes
- Simplify and Manage Long Documents
- Secure Documents

Workshop topics

Using Sections

- Working with Section Breaks
- Modifying document structure using Sections
- Working with Headers, Footers and Page Numbers in Sections

Collaborating on Documents

- Modifying user information
- Sharing Documents
- Comments
- Comparing document changes

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[1] *The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.*

- Reviewing a document
- Merging document changes
- Coauthoring documents

Adding Reference Marks and Notes
- Adding Captions
- Cross-references
- Bookmarks
- Hyperlinks
- Footnotes and Endnotes
- Citations
- Bibliographies

Simplifying and Managing Long Documents
- Adding cover pages
- Creating an index
- Table of Contents
- Table of Authorities
- Managing outlines
- Master and Subdocuments

Securing a Document
- Suppress Information from a Document
- Set Editing Restriction
- Add a digital signature
- Restrict Document Access

Prerequisites

Although the Microsoft Word - Level 2 course is not a prerequisite for this course, it is recommended.
Note on Versions:
This workshop is applicable to users of Microsoft 365, 2019, and 2016 versions. While some features or layouts may differ slightly between versions, the core skills and tools covered remain consistent.

Who should attend this course?

This workshop is intended for anyone who has a good working knowledge of Microsoft Word and is seeking to increase their level of expertise in this application.