

# Course Outline | Word Advanced

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1 day(s)

This advanced course is designed to help users collaborate on documents and secure information. This course also covers techniques for creating complex documents, such as forms or documents that require reference pages.

## Course Outline

### Collaborating on Documents

- Modify User Information
- Share a Document
- Work with Comments
- Compare Document Changes
- Review a Document
- Merge Document Changes

### Adding Reference Marks and Notes

- Add Captions
- Add Cross-References
- Add Bookmarks
- Add Hyperlinks
- Insert Footnotes and Endnotes
- Add Citations
- Insert a Bibliography

### Simplifying and Managing Long Documents

- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Contents
- Insert an Ancillary Table
- Manage Outlines
- Create a Master Document

### Securing a Document

- Suppress Information
- Set Editing Restrictions
- Add a Digital Signature to a Document
- Restrict Document Access

### Forms

- Create Forms
- Manipulate Forms
- Form Data Conversion

### Managing Document Versions

- Create a New Document Version
- Compare Document Versions