



Word – Collaborative working

Description

This training will enable you to work more efficiently with your colleagues, on all types of Microsoft Word documents.

Course Content

Module 1: Working on a document as a team

- Making revisions by user
- Making revisions in the text or in bubbles
- Using the "Track Changes" mode
- Making a document available to reviewers
- Using the checkout pane
- Making changes
- Accepting/rejecting changes
- Printing revision marks
- Sending a document for review
- Receiving a document for review
- Reviewing a document
- Collaborate with simple revision marks
- Responding to comments and marking them as processed

Module 2: Managing multiple versions of the same document

- Working with different versions of a document
- Comparing two versions of a document
- Displaying documents side by side
- Enabling the synchronous scrolling option
- Combining revisions from multiple authors
- Mark a document as final
- Using the Document Inspector

Module 3: Protecting your documents

- Protecting access to a document
- Restricting formatting changes

- Using the available formats and Style options
- Defining protection levels
- Activating protection

Lab / Exercises

- Practice exercises will be given at the end of each module

Documentation

- Digital course material included

Participant profiles

- Anyone who has to work on Word documents with other colleagues

Prerequisites

- To know how to create a Word document
- To be familiar with the software environment

Objectives

- Work in teams on a document
- Manage multiple versions of the same document
- Protect their documents

Niveau

Expert

Classroom Registration Price (CHF)

400

Virtual Classroom Registration Price (CHF)

375

Duration (in Days)

0.5

Reference

MOW-31