



## 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