



Word – Collaborative working

Description

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

Classroom Registration Price (CHF)

400

Virtual Classroom Registration Price (CHF)

375

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

Duration (in Days)

0.5

Reference

MOW-31