

---

---

## IT Training Course Description

---

---

# Editing Documents with Microsoft Word

### Description

Attendees learn some of the advanced editing functions of Microsoft Word, including modifying user information, tracking and reviewing changes, and merging documents. The course also covers bookmarks, captions, wrapping text, inserting footnotes and endnotes, and utilizing the drawing toolbar.

Course length: 2 hours

### Prerequisites

- ✓ Word level 1 for Windows or an equivalent knowledge of Word.

### Objectives

Upon successful completion of this course, attendees will be able to:

- ✓ Modify user information.
- ✓ Create and work with different versions of documents.
- ✓ Submit documents for review.
- ✓ Utilize the Reviewing toolbar.
- ✓ Track document changes.
- ✓ Add comments to documents.
- ✓ Compare documents.
- ✓ Merge documents.
- ✓ Create bookmarks.
- ✓ Insert footnotes and endnotes.
- ✓ Add captions to inserted images.
- ✓ Apply text wrapping.
- ✓ Utilize the Drawing toolbar.

### Topics Covered

#### **Lesson 1: Modifying User Information**

#### **Lesson 2: Working with Versions of Documents**

- ✓ Viewing Different Versions of a Document

#### **Lesson 3: Submitting a Document for Review**

#### **Lesson 4: Reviewing a Document**

- ✓ The Reviewing Toolbar

#### **Lesson 5: Tracking Changes**

---

## IT Training Course Description

---

### **Lesson 6: Adding Comments**

### **Lesson 7: Reviewing Changes**

- ✓ Alternate Views of Document Changes
- ✓ Using the Balloon Options Menu
- ✓ Setting Options for Tracking Changes
- ✓ Finishing Your Document

### **Lesson 8: Merging Documents**

### **Lesson 9: Bookmarks**

- ✓ Using the Go To Function

### **Lesson 10: Footnotes and Endnotes**

- ✓ Inserting a Footnote or Endnote
- ✓ Deleting a Footnote or Endnote
- ✓ Converting Endnotes to Footnotes and Vice Versa

### **Lesson 11: Captions**

- ✓ Automatically Adding a Caption
- ✓ Manually Adding a Caption
- ✓ Changing the Label of a Single Caption

### **Lesson 12: Wrapping Text**

### **Lesson 13: The Drawing Toolbar**

- ✓ Adding Callouts
- ✓ Inserting Text Boxes