



## Microsoft Word Advance Course Outline

### **Using Microsoft Office Word with Other Programs**

Link a Word Document to an Excel Worksheet  
Send a Document Outline to Microsoft® Office PowerPoint®  
Send a Document as an Email Message

### **Collaborating on Documents**

Modify User Information  
Send a Document for Review  
Review a Document  
Compare Document Changes  
Merge Document Changes  
Review Track Changes and Comments  
Coauthor a Document

### **Managing Document Versions**

Create a New Document Version  
Compare Document Versions  
Merge Document Versions

### **Adding Reference Marks and Notes**

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

### **Simplifying the Use of Long Documents**

Insert Blank and Cover Pages  
Insert an Index  
Insert a Table of Figures  
Insert a Table of Authorities  
Insert a Table of Contents  
Create a Master Document

### **Securing a Document**

Hide Text  
Remove Personal Information from a Document  
Set Formatting and Editing Restrictions  
Add a Digital Signature to a Document  
Set a Password for a Document  
Restrict Document Access

### **Creating Forms**

Add Form Fields to a Document  
Protect a Form  
Automate a Form