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Word 2019 Advanced

Master Word 2019: Create forms; track changes; compare documents; set up mail merge; use macros and building blocks; protect documents; and more.

Collaborate with Word

- 1.1 **Co-Author Documents**
 - Simultaneously Edit
- 1.2 **Highlight and Comment**
 - Highlight Text
 - Insert a Comment
 - Delete a Comment
 - Reply to a Comment
 - Show/Hide Comments
- 1.3 **Track and Review Revisions**
 - Use Track Changes
 - View Markup
 - Lock Tracking
 - Review Revisions
- 1.4 **Compare Documents**
 - Open the Compare View
 - Accept or Reject Differences
- 1.5 **Line Numbers**
 - Turn On Line Numbers
 - Customize Your Line Numbers
- 1.6 **Protect Documents**
 - Protect a Document
 - Password Protecting a Document
 - Remove a Password
- 1.7 **Inspect a Document**
- 1.8 **Forms**
 - Turn on the Developer Tab
 - Create a Form
 - Finalize a Form

Microsoft Word Advanced Course Outline

Jennifer A Duffy, Carol M. Cram



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