



Microsoft®

## 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**



## **Microsoft Word Advanced Course Outline:**

The book delves into Microsoft Word Advanced Course Outline. Microsoft Word Advanced Course Outline is a vital topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Microsoft Word Advanced Course Outline, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
    - Chapter 1: Introduction to Microsoft Word Advanced Course Outline
    - Chapter 2: Essential Elements of Microsoft Word Advanced Course Outline
    - Chapter 3: Microsoft Word Advanced Course Outline in Everyday Life
    - Chapter 4: Microsoft Word Advanced Course Outline in Specific Contexts
    - Chapter 5: Conclusion
  2. In chapter 1, this book will provide an overview of Microsoft Word Advanced Course Outline. This chapter will explore what Microsoft Word Advanced Course Outline is, why Microsoft Word Advanced Course Outline is vital, and how to effectively learn about Microsoft Word Advanced Course Outline.
  3. In chapter 2, this book will delve into the foundational concepts of Microsoft Word Advanced Course Outline. The second chapter will elucidate the essential principles that need to be understood to grasp Microsoft Word Advanced Course Outline in its entirety.
  4. In chapter 3, this book will examine the practical applications of Microsoft Word Advanced Course Outline in daily life. This chapter will showcase real-world examples of how Microsoft Word Advanced Course Outline can be effectively utilized in everyday scenarios.
  5. In chapter 4, this book will scrutinize the relevance of Microsoft Word Advanced Course Outline in specific contexts. This chapter will explore how Microsoft Word Advanced Course Outline is applied in specialized fields, such as education, business, and technology.
  6. In chapter 5, the author will draw a conclusion about Microsoft Word Advanced Course Outline. This chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Word Advanced Course Outline.

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