



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

**E Durkheim**



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