

Course Fee: \$129 + GST

Course Duration: 3 hrs (1 half day)

## Course Objective

This course is designed to introduce the Learner to use the Collaboration Tools to work with others. Upon successful completion of this course, the Learner should be able to efficiently :

- Display or Hide the Reviewing Pane
- Understand the Use of Balloons
- Change the Markings and User Name Used for Revisions
- Use Comments to Annotate a Document
- Use Revision Tracking
- Compare and Combine Documents
- Opening Document in Full Screen Reading View
- Change author name in a document
- Protect Documents
- Restrict what others can do with a document
- Make a Document Final
- Opening and Saving with Different Versions of Word
- Preparing your Document for Distribution
- Sending Email From Word

## Prerequisites

Skills learned in the Microsoft Word Foundation or equivalent knowledge

## Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

***We provide manuals with each course with practice exercises and free support on information covered in the course.***