



Microsoft Word 2016 Level 3 Training Syllabus

Collaborating in Word
Tracking Changes to a Document
Comments in Track Changes Document, Reviewing Tracked Changes
Saving and Sending Files
Reviewing Changes from Multiple Reviewers
Comparing Documents
Sharing and Securing Content
Preparing Documents for Sharing
Compatibility Issues
Preparing Backward-Compatible Documents
The Accessibility Checker
Controlling Document Access
Marking a Document as Final
Attaching Digital Signatures, Digital Certificates
Personalizing Word
Setting Word Options
Creating a Custom Property
Automating Tasks with Macros
Editing Macros with the VBA Editor
Running Macros from the Quick Access Toolbar
Macro Security
Integrating Word with Excel, PowerPoint, and the Web
Embedding and Linking Excel Objects
Link or Embed Data
Link Objects
Using Excel as a Mail Merge Data Source
Integrating Word with PowerPoint
Using Word Outline View
Adding a PowerPoint Presentation to a Word Document
Opening, Editing, and Saving a PDF File
Creating Web Pages from Word Documents
Format Web Pages
Add Alternative Text
Edit Web Pages in Word