



Editing in Microsoft Word 2016

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Course Outline

Lesson 1

- Track Changes
- Comments

Lesson 2

- Advanced Track Changes
- Auto Proofing

Lesson 3

- Creating Shortcuts
- Customizing Shortcuts

Lesson 4

- Working with Styles
- Navigation Pane
- Table of Contents

Lesson 5

- Section Breaks
- Page Numbers
- Endnotes and Footnotes

Lesson 6

- Editing PDFs
- Recording Macros
- Communicating with Your Clients