



EDITING IN MICROSOFT WORD (365) 101

By Rachel E. Newman

COURSE OUTLINE

Lesson 1

- Saving a Document
- Creating a Backup
- Track Changes
- Comments

Lesson 2

- Advanced Track Changes
- Auto Proofing
- Communicating with Your Clients

Lesson 3

- Keyboard Shortcuts
- Macros

Lesson 4

- Style Gallery
- Navigation Pane
- Table of Contents

Lesson 5

- Section Breaks
- Page Numbers
- Footnotes and Endnotes
- Columns

Lesson 6

- Editing PDFs
- Advanced Find & Replace