

Word – Editing Documents

½ Day [3hrs] Hands On Training Course

Designed for **current users** of Word who insert multiple files into a document and need to track and manage edits and changes.

Requirements

This session is best run hands on with participants utilising a computer

What You Will Cover:

- Inserting files
- Managing formatting from multiple documents
- Using Track Changes
- Accepting & rejecting changes
- Comparing documents
- Inserting Comments
- Editing and deleting comments