

# FastCourse Microsoft Word 2019 & 365: Level 3

## By Ben Linford

### Table of Contents

#### Word Chapter 10: Sharing and Securing Content

##### Preparing Documents for Sharing

Compatibility Issues  
To Convert or Not to Convert?  
Preparing Backwards-Compatible Documents  
The Accessibility Checker  
Document Properties and the Document Inspector

##### Controlling Document Access

Restrict Editing  
Allow Changes to Part of a Document  
Restrict Formatting  
Passwords and Encryption  
Marking a Document as Final

##### Attaching Digital Signatures

Digital Certificates  
Digital Signatures

##### Self-Assessment

##### Apply Your Skills

#### Word Chapter 11: Personalizing Word

##### Setting Word Options

Customizing AutoCorrect  
Changing the AutoRecover Interval and Default File Location  
Modifying the Recent Documents List

##### Document Properties

Creating a Custom Property

##### Accessibility

Add Alternative Text  
Global Content Standards and Language Options

##### Self-Assessment

##### Apply Your Skills

#### Word Chapter 12: Creating Custom Forms and Using Macros

##### Creating a Custom Form

Preparing to Add Content Controls  
**Automating Tasks with Macros**  
Assigning Macros to a Toolbar or a Keyboard Shortcut  
Storing Macros  
Recording Limitations  
Editing Macros with the VBA Editor  
Running Macros from the Quick Access Toolbar  
Macro Security  
Deleting Macros

##### Self-Assessment

##### Apply Your Skills

#### Word Chapter 13: Integrating Word with Excel, PowerPoint, and the Web

##### Embedding and Linking Excel Objects

Linking or Embedding Data  
Linking 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

Formatting Web Pages  
Using Alternative Text in Web Pages  
Editing Web Pages in Word

##### Self-Assessment

##### Apply Your Skills

##### Extend Your Skills

#### Index

