

Table of Contents

WORD 2013 LESSON 1:

COLLABORATING IN WORD

Using the Highlighter	2
Tracking Changes to Documents	3
Steps in a Typical Editing and Reviewing Process	3
Viewing Tracked Changes	3
Setting the Username and Initials	4
Setting Reviewer Ink Colors	4
Adding Comments to a Document	5
Reviewing Tracked Changes	7
Displaying Tracked Changes	7
Saving and Sending Files	9
Sharing Files via Email	9
Reviewing Changes from Multiple Reviewers	10
Reviewing a Summary of Proposed Changes	11
Showing Source Documents	11
Displaying Specific Markups	12
Displaying Specific Reviewers	12
Comparing Documents	14
Using AutoSave and AutoRecover	15
Recovering Unsaved Documents	16
Concepts Review	17

WORD 2013 LESSON 2:

SHARING AND SECURING CONTENT IN BACKSTAGE VIEW

Preparing Documents for Sharing	20
Considering Compatibility Issues	20
To Convert or Not to Convert	21
The Office 2013 Compatibility Pack	25
Working with the Document Inspector	25
Examining Document Properties	26
Controlling Document Access	27
Restricting Formatting and Editing	28
Applying Formatting Restrictions	29
Applying Editing Exceptions	32
Setting Document Passwords	33
Marking a Document as Final	35
Concepts Review	36

WORD 2013 LESSON 3:

PERSONALIZING WORD

Customizing Word Options	38
Changing the AutoRecover Time Interval	38
Changing the Default File Location	38
Modifying the Recent Documents List	40
Restoring Default Settings	43
Using Document Properties	45
Identifying Document Properties Tools	45
Creating a Custom Property	48
Automating Word Tasks Using Macros	49
The Developer Tab	49
Assigning Macros to a Toolbar Button or Keyboard Shortcut	49
Storing Macros	49
Recording Limitations	50
Using the VBA Editor to Edit Macros	52
Running Macros from the Quick Access Toolbar	55
Using Macro Security	57
Deleting Macros	58
Concepts Review	58

WORD 2013 LESSON 4:

INTEGRATING WORD WITH EXCEL, POWERPOINT, AND THE WEB

Embedding and Linking Excel Objects	60
Linking or Embedding Data	60
Linking Objects	62
Opening Excel and Chart Tools from Word	66
Updating and Breaking Links	67
Using Excel as a Mail Merge Data Source	69
Integrating Word with PowerPoint	70
Using Word Outline View	70
Adding a PowerPoint Presentation to a Word Document	72
Creating Web Pages from Word Documents	74
Formatting Web Pages	74
Editing Web Pages in Word	77
Concepts Review	77

<i>Index</i>	79
--------------	----