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Reviewing New 2016 Word Interface

Creating Linked Master & Sub Documents

- Using a Master Document
- Inserting Subdocuments
- Collapsing/Expanding Subdocuments
- Unlinking Subdocuments
- Splitting/Merging Subdocuments
- Locking Subdocuments
- Opening Subdocuments

Creating a Table of Contents

- Using a Table of Contents
- Generating a Table of Contents
- Removing a Table of Contents
- Using Custom Styles
- Viewing the TOC Field Codes
- Updating a Table of Contents
- Inserting TC Field Codes
- Using TC Fields
- Using Outline Levels

Creating an Index

- Using an Index
- Creating Main Index Entries
- Creating Index Subentries
- Typing Index Entries
- Cross-referencing Index Entries
- Generating/Updating an Index
- Viewing the INDEX Field Codes

Tracking Document Changes

- Enabling Change Tracking
- Setting Change Tracking Options
- Disabling Change Tracking
- Enabling Balloon Options
- Selecting Options for Show Markup

Multi-user Collaboration & Commenting

- Inserting & Managing Comments
- Viewing & Navigating Comments
- Displaying the Reviewing Pane
- Comparing & Merging Documents
- Combining Multiple Revisions
- Reviewing Tracked Changes
- Accepting/Rejecting All Changes
- Printing Markup

Using Footnotes & Endnotes

- Using Notes
- Inserting & Deleting Notes
- Setting Note Options
- Viewing & Browsing Notes
- Moving & Copying Notes

Exploring the Research Task Pane

- Opening the Research Task Pane
- Adding Research Services
- Using the Thesaurus
- Looking up Synonyms/Antonyms
- Translating Text
- Searching for Information

Protecting a Document to Restrict Editing

- Opening the Protect Document Button
- Restricting Document Formatting
- Restricting Document Editing
- Creating Restriction Exceptions

Creating a Table of Authorities

- Marking Citations
- Inserting/Updating a Table of Authorities

Bookmarking for Navigation & X-reference

- Working with Bookmarks
- Creating & Viewing Bookmarks
- Going to a Bookmark
- Cross-referencing a Bookmark

Captions, Tables of Figures & X-Reference

- Inserting a Caption
- Inserting/Updating a Table of Figures
- Inserting a Cross-reference

Creating Citations & a Bibliography

- Inserting Citations
- Managing Sources
- Editing Citation & Bibliography Styles
- Inserting a Bibliography