



Microsoft®

Word 2021 Advanced

Master Word 2021: Create forms; track changes; compare documents; set up mail merge; use macros and building blocks; protect documents; and more.

Collaborate with Word

1.1 Co-Author Documents

Simultaneously Edit

1.2 Highlight and Comment

Highlight Text

Insert a Comment

Delete a Comment

Reply to a Comment

Show/Hide Comments

1.3 Track and Review Revisions

Use Track Changes

View Markup

Lock Tracking

Review Revisions

1.4 Compare Documents

Open the Compare View

Accept or Reject Differences

1.5 Line Numbers

Turn On Line Numbers

Customize Your Line Numbers

1.6 Protect Documents

Protect a Document

Password Protecting a Document

Remove a Password

1.7 Inspect a Document

1.8 Forms

Turn on the Developer Tab

Create a Form

Finalize a Form

Advanced Documents

2.1 Customize Word

Customize Word Options
Customize the Ribbon and Quick Access Toolbar
Change the Default Font

2.2 Create and Use Building Blocks

Create a Building Block
Insert a Building Block
Move a Building Block to Another Template

2.3 Create and Use Simple Macros

Enable Macros
Record a Macro
Run a Macro

2.4 Copy Styles and Macros Between Templates

Copy Macros Between Templates
Copy Styles Between Templates

2.5 Advanced Find and Replace

Search With Wildcards
Find and Replace Special Characters

2.6 Internationalization and Accessibility

Edit in Multiple Languages
Customize Language Preferences
Best Practices for International Documents

2.7 Fields

Insert a Date and Time Field
View and Edit Field Codes
Add Other Types of Field

Mailing Documents

3.1 Mail Merge

Set up and Choose Document Type
Select a Document
Select Recipients
Write Your Letter
Preview Your Letter
Complete the Merge

3.2 Print Labels

Create a Label

3.3 Print Envelopes

Create an Envelope