



Securing a Word 2016 Document

Course ID #: 7000-540-ZZ-Z

Hours: 2

Course Content

Course Description:

After you finalize your document, you may want to distribute it to others. Before you do that, you need to know that any sensitive information has not been saved with the file, and to take measures to prevent unauthorized access or changes to the contents of the document. This course will show you how to use Word's security features to maintain the integrity and confidentiality of your sensitive Word documents.

Target Student:

This course is intended for students who are experienced Word users and who want to use advanced capabilities in Word.

Topics:

Lesson 1: Securing a Document

Topic A: Suppress Information

- Suppress Sensitive Information
- Hidden Text
- How to Work with Hidden Text
- Hiding Text
- Remove Personal Information from a Document
- The Document Inspector Dialog Box
- How to Deal with Private Information in a Document
- Removing Personal Information

Topic B: Set Formatting and Editing Restrictions

- The Developer Tab
- The Restrict Editing Task Pane
- Editing Restrictions
- Protected View
- Mark as Final
- How to Set Formatting and Editing Restrictions
- Setting Formatting and Editing Restrictions

Topic C: Restrict Document Access

- Document Password
- How to Work with a Document Password
- Setting a Password for a Document

Topic D: Add a Digital Signature to a Document

- Digital Certificates
- Digital Signature
- The Signature Line
- The Signatures Task Pane
- Requested Signatures
- Valid Signatures
- How to Add a Digital Signature and Sign a Document
- Preparing a Document to Be Signed
- Digitally Signing a Document