

Syllabus

Practice the best practices in...

Tracking Changes

Comments tool; reviewing edits; best practices for collaborative workflow

Spellcheck — advanced customizations

Notes to Self

Version Control

Reveal Non-printing Characters and Formatting

Find and Replace — advanced tactics & wildcards

Styling for quality control

Readability Statistics

Equation Editor

Production Pitfalls

Macros: An Introduction

Create a macro; edit a macro; ways to run a macro; alternatives to macros

Add-ins, Plug-ins and Apps — quality control aids

Customizing the workspace — productivity hacks

EDITING

IN WORD 2016

Adrienne Montgomerie

