

Microsoft Word for Office 365 (Desktop or Online) - Part 3

Overview

In this course, you'll learn how to use Word to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Prerequisite Comments

To ensure your success in this course, you should have end-user skills with any current version of Windows®, including being able to start programs, switch between programs, locate saved files, close programs, and access websites using a web browser. In addition, you should be able to navigate and perform common tasks in Word, such as opening, viewing, editing, and saving documents; formatting text and paragraphs; formatting the overall appearance of a page; and creating lists and tables.

Target Audience

This course is intended for students who want to use more advanced functionalities in Word, including image manipulation, collaboration and revision tracking, cross-referencing and linking, document security, forms, and process automation through macros.

Course Objectives

In this course, you will explore advanced functionalities in Word.

You will:

- Use images in a document.
- Create custom graphic elements.
- Collaborate on documents.
- Add reference marks and notes.
- Secure a document.
- Create and manipulate forms.
- Create macros to automate tasks.

Course Outline

[Register Online](#)

Schedule

Class Length: 1 Day

G2R = "Guaranteed to Run" OLL = "Online LIVE" ILT = "Instructor-Led-Training"					
04/07/21	G2R	10:00AM - 6:00PM	Global COL	OLL	\$295.00
06/16/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00
09/15/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00
12/15/21	G2R	8:00AM - 4:00PM	Global COL	OLL	\$295.00

1 - Manipulating Images

Topic A: Integrate Pictures and Text
Topic B: Adjust Image Appearance
Topic C: Insert Other Media Elements

2 - Using Custom Graphic Elements

Topic A: Create Text Boxes and Pull Quotes
Topic B: Add WordArt and Other Text Effects
Topic C: Draw Shapes
Topic D: Create Complex Illustrations with SmartArt

3 - Collaborating on Documents

Topic A: Prepare a Document for Collaboration
Topic B: Mark Up a Document
Topic C: Review Markups
Topic D: Merge Changes from Other Documents

4 - Adding Document References and Links

Topic A: Add Captions
Topic B: Add Cross-References
Topic C: Add Bookmarks
Topic D: Add Hyperlinks
Topic E: Insert Footnotes and Endnotes
Topic F: Add Citations and a Bibliography

5 - Securing a Document

Topic A: Suppress Information
Topic B: Set Formatting and Editing Restrictions
Topic C: Restrict Document Access
Topic D: Add a Digital Signature to a Document

6 - Using Forms to Manage Content

Topic A: Create Forms
Topic B: Modify Forms

7 - Automating Repetitive Tasks with Macros

Topic A: Automate Tasks by Using Macros
Topic B: Create a Macro