

## 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

---

#### 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