

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

Course Overview

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This is a 1-day class

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.



Who Should Attend

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.

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.

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

Integrate Pictures and Text
Adjust Image Appearance
Insert Other Media Elements

2 USING CUSTOM GRAPHIC ELEMENTS

Create Text Boxes and Pull Quotes
Add WordArt and Other Text Effects
Draw Shapes
Create Complex Illustrations with SmartArt

3 COLLABORATING ON DOCUMENTS

Prepare a Document for Collaboration
Mark Up a Document
Review Markups
Merge Changes from Other Documents

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4 ADDING DOCUMENT REFERENCES AND LINKS

- Add Captions
- Add Cross-References
- Add Bookmarks
- Add Hyperlinks
- Insert Footnotes and Endnotes
- Add Citations and a Bibliography

5 SECURING A DOCUMENT

- Suppress Information
- Set Formatting and Editing Restrictions
- Restrict Document Access
- Add a Digital Signature to a Document

6 USING FORMS TO MANAGE CONTENT

- Create Forms
- Modify Forms

7 AUTOMATING REPETITIVE TASKS WITH MACROS

- Automate Tasks by Using Macros
- Create a Macro