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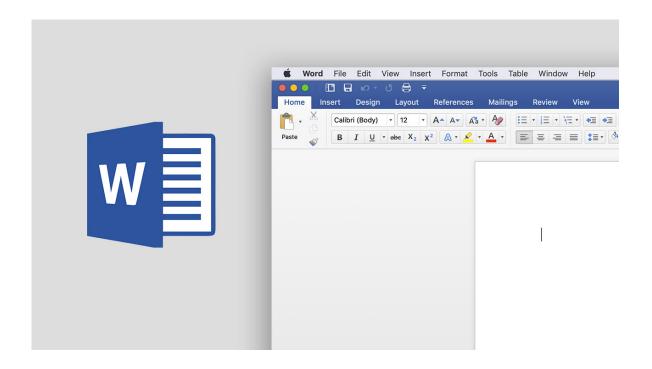
Learning Style: Virtual Classroom

Provider: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

Microsoft Office Word 2016: Part 3

About this Course:

Microsoft Office Word 2016 offers many more features than word processing. Word also enables you to dive into the world of image manipulation, cross-referencing, collaboration, data forms, and collection, linking tools, security features, and automated documents.

Course Objectives:

At the end of this course, you will be eligible enough to:

- Insert visuals in a text document

- Customize graphic elements according to your text
- Use collaboration tools on your document
- Use cross-referencing and reference tools
- Document security
- Create, format and manipulate forms
- Create automated tasks

Audience:

The target audience for this course is students who wish to leverage advance level features of Microsoft Word such as image manipulation, cross-referencing, collaboration, data forms, and collection, linking tools, security features, and automated documents with macros.

Prerequisites:

Candidates must be familiar with working in Windows 10 environment, and should also know their way around a personal computer.

They must also be familiar with features such as start programs, file management, switching between apps, and browsing a website.

We also recommend the following course as a pre-requisite:

- Microsoft Office Word 2016: Part 1
- Microsoft® Office Word 2016: Part 2

Course Outline:

Lesson 1: Manipulating Images

Topic A: Integrate Pictures and Text

Topic B: Adjust Image Appearance

Topic C: Insert Other Media Elements

Lesson 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

https://www.quickstart.com/microsoft-office-word-2016-part-3.html

Lesson 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

Lesson 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

Lesson 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

Lesson 6: Using Forms to Manage Content

Topic A: Create Forms

Topic B: Modify Forms

Lesson 7: Automating Repetitive Tasks with Macros

Topic A: Automate Tasks by Using Macros

Topic B: Create a Macro

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