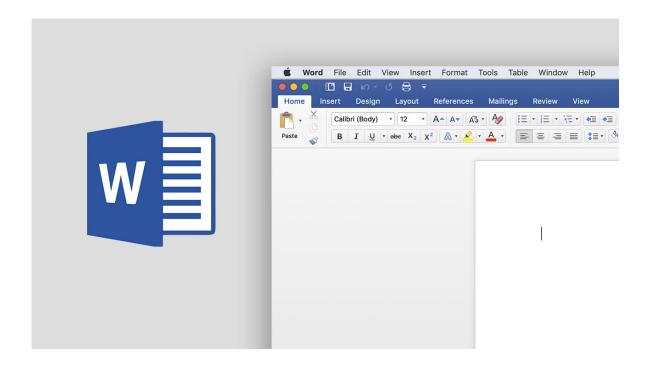


Document Generated: 12/18/2025 Learning Style: Virtual Classroom

Technology: 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

### **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