

Microsoft® Office Word 2016: Part 3

Course length: 1 day(s)

Course Description

Microsoft® Word 2016 enables you to do far more than simple word processing. Word includes advanced image manipulation tools, collaboration features, cross-referencing and linking tools, entry forms and data collection, security features, and tools to automate document production.

Course Objective

In this course, 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.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

Prerequisites

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; format the overall appearance of a page; and create lists and tables.

The following courses would prepare you for this course:

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

Course Content

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



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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

Appendix A: Microsoft Office Word 2016 Exam 77-725

Appendix B: Microsoft Office Word 2016 Expert Exam 77-726

Appendix C: Microsoft Word 2016 Common Keyboard Shortcuts