

Document Generated: 12/25/2025

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Advanced

Course Duration: 1 Day

Next Course Date: **February 6, 2026**

Microsoft Office Word 2019: Part 3



About This Course:

Microsoft Word 2019 – Part 3 is an advanced-level course designed for users who want to master Word's powerful features for document enhancement, collaboration, and automation. Learn to insert and format images, create custom

graphics, collaborate in real time, and secure your documents. This course also covers references, notes, and advanced tools such as form creation and macros to automate repetitive tasks.

Course Objectives:

- Insert and format images to enhance document design
- Create and use custom graphic elements like SmartArt and text boxes
- Collaborate on documents using comments, track changes, and shared access
- Add citations, footnotes, endnotes, and cross-references
- Secure documents with passwords, restricted editing, and digital signatures
- Design and use interactive forms with form fields and content controls
- Create and manage macros to automate repetitive Word tasks

Audience:

- Advanced users of Microsoft Word
- Office professionals, editors, and project coordinators

Prerequisites:

- Completed Microsoft Word 2019 – Part 2 or have equivalent intermediate-level skills

Course Outline:

- Enhancing Documents with Images and Graphics

- Collaboration and Review Tools
- Adding References and Notes
- Document Security
- Forms and Interactive Documents
- Automating Tasks with Macros