

Microsoft Office Word 2016: Part 3

Modality: Virtual Classroom

Duration: 1 Day

SATV Value:

CLC:

NATU:

SUBSCRIPTION: Master

If you enroll in this course without the Master Subscription plan, you receive a **Free Official Exam Voucher** (excluding purchases using Training Vouchers / SATV) for the MO-100 Exam. This course does not include Exam Voucher if enrolled within the Master Subscription, however, you can request to purchase the Official Exam Voucher separately.

About this Course:

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 Objectives:

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.

Audience:

- This course is intended for students who want to use advanced capabilities in Word, including image manipulation, collaboration and revision tracking, cross-referencing and linking, document security, forms, and process automation through macros.

Prerequisites:

- To ensure success, you should be comfortable in the Windows 10 environment, and be able to use Windows 10 to manage information on your computer.
- Specific tasks you should be able to perform include opening and closing applications, navigating basic file structures, and managing files and folders. The following courses would

prepare you for this course:
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