

Word 2016 - Part 3

Overview

Microsoft® Word 2016 enables you to do far more than simple word processing. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

Prerequisites

- Word 2016 - Part 1
- Word 2016 - Part 2

Prerequisite Comments

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.

Target 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.

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.

Course Outline

1 - Manipulating Images

Topic A: Integrate Pictures and Text
Topic B: Adjust Image Appearance
Topic C: Insert Other Media Elements

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

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

4 - Adding Document References & 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

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

6 - Using Forms to Manage Content

Topic A: Create Forms
Topic B: Modify Forms

7 - Automating Repetitive Tasks with Macros

Topic A: Automate Tasks by Using Macros
Topic B: Create a Macro

Related Courses, Certifications, Exams

- Word 2016 - Part 1
 - Word 2016 - Part 2
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