



Microsoft Word for Office 365 (Desktop or Online) - Part 3

Summary

Length: 8 hours Level: Advanced

Word for Microsoft 365 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. Being able to manipulate graphics and efficiently create, manage, revise, and distribute long documents and forms can help your organization create important and interesting documents. Implementing time-saving features that enable you to work well in a collaborative mode will benefit both you and your organization. Constructing document elements that ensure your readers have access to pertinent information at the click of a button, while at the same time protecting sensitive information, is another important step.

Learning Objectives

In this course, you will explore advanced functionalities in Word. 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 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

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

Audience

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

Prerequisites

To ensure your success, you should have basic user skills for 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; formatting the overall appearance of a page; and creating lists and tables. To meet this prerequisite, you can take any one or more of the following Logical Operations courses: Using Microsoft Windows 10 (Second Edition) Microsoft Word for Office 365 (Desktop or Online): Part 1 Microsoft Word for Office 365 (Desktop or Online): Part 2