New Horizons®

Word 2019 - Part 3

Summary

Length: 8 hours Level: Advanced

Microsoft Word 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.

Learning Objectives

In this course, you will learn to use the advanced capabilities of Word 2019.
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 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 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; 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 courses: Using Microsoft Windows 10 Microsoft Office Word 2019: Part 1 Microsoft Office Word 2019: Part 2