

Word - Part 3

Price
\$295.00

Duration
1 Day

Delivery Methods
VILT, Private Group



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.

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 skill. Mastering these skills and techniques will make you a valued employee in your organization

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2019): Exam MO-100 and Word Expert (Office 365 and Office 2019): Exam MO-101 certification exams.

Course 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.



Upcoming Class Dates and Times

[Click Here to View Course Online and Enroll](#)

Apr 4
8:00 AM - 4:00 PM

\$295.00

- Create and manipulate forms.
- Create macros to automate tasks.

Agenda

1 - MANIPULATING IMAGES

- Integrate Pictures and Text
- Adjust Image Appearance
- Insert Other Media Elements

2 - USING CUSTOM GRAPHIC ELEMENTS

- Create Text Boxes and Pull Quotes
- Add WordArt and Other Text Effects
- Draw Shapes
- Create Complex Illustrations with SmartArt

3 - COLLABORATING ON DOCUMENTS

- Prepare a Document for Collaboration
- Mark Up a Document
- Review Markups
- Merge Changes from Other Documents

4 - ADDING DOCUMENT REFERENCES AND LINKS

- Add Captions
- Add Cross-References
- Add Bookmarks
- Add Hyperlinks
- Insert Footnotes and Endnotes
- Add Citations and a Bibliography

5 - SECURING A DOCUMENT

- Suppress Information
- Set Formatting and Editing Restrictions
- Restrict Document Access
- Add a Digital Signature to a Document

6 - USING FORMS TO MANAGE CONTENT

- Create Forms
- Modify Forms

7 - AUTOMATING REPETITIVE TASKS WITH MACROS

Guaranteed to Run

Virtual: Online - CST

Apr 24
\$295.00

8:00 AM - 4:00 PM

Guaranteed to Run

Virtual: Online - CST

May 7
\$295.00

8:00 AM - 4:00 PM

Guaranteed to Run

Virtual: Online - CST

Jun 4
\$295.00

8:00 AM - 4:00 PM

Guaranteed to Run

Virtual: Online - CST

- Automate Tasks by Using Macros
- Create a Macro