

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

Price
\$295.00

Duration
1 Day

Delivery Methods
VILT, Private Group



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

Note: Most Office 365 users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Office 365 subscription. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

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.

On July 1, 2022 all Microsoft Office Classes will be taught using Microsoft Office 365 courseware and labs. Whether you use Microsoft Office 2016, 2019 or 365 versions, the process, tools, and techniques are the same. You will learn everything you need to improve your productivity, knowledge, and skill.

Who Should Attend

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.

This class is not currently scheduled.

[Contact us and we will help you get the training you need!](#)

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.
- 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

- Automate Tasks by Using Macros
- Create a Macro