

# Microsoft® Office Word 2016: Advanced



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## Course Duration: 1 Day

### Overview:

Microsoft® Word 2016 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.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

### 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.

### Target Student:

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.

### Prerequisites:

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. The following Logical Operations courses would prepare you for this course:

- *Microsoft® Office Word 2016: Introduction*
- *Microsoft® Office Word 2016: Intermediate*

## Course Content

### Lesson 1: Manipulating Images

**Topic A:** Integrate Pictures and Text

**Topic B:** Adjust Image Appearance

**Topic C:** Insert Other Media Elements

**For more information, or to book your course, please call Sense IT on 0870 4296445  
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## **Lesson 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

## **Lesson 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

## **Lesson 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

## **Lesson 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

## **Lesson 6: Using Forms to Manage Content**

**Topic A:** Create Forms

**Topic B:** Modify Forms

## **Lesson 7: Automating Repetitive Tasks with Macros**

**Topic A:** Automate Tasks by Using Macros

**Topic B:** Create a Macro

**Appendix A: Microsoft Office Word 2016 Exam 77-725**

**Appendix B: Microsoft Office Word 2016 Expert Exam 77-726**

**Appendix C: Microsoft Word 2016 Common Keyboard Shortcuts**