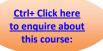
Microsoft® Office Word 2016: Advanced





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 Or visit our web site –www.sensetraining.co.uk

Microsoft® Office Word 2016: Advanced





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 CollaborationTopic B: Mark Up a DocumentTopic C: Review MarkupsTopic 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 InformationTopic B: Set Formatting and Editing RestrictionsTopic C: Restrict Document AccessTopic 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

> For more information, or to book your course, please call Sense IT on 0870 4296445 Or visit our web site –www.sensetraining.co.uk