

Microsoft® Office Word 2021: Part 3



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Course Duration: 1 day

Course Description

Overview:

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.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2021): Exam MO-100 and Word Expert (Office 365 and Office 2021): Exam MO-101 certifications.

Course Objectives:

In this course, you will learn to use the advanced capabilities of Word 2021.

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 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.

**For more information, or to book your course, please call Sense IT on 0870 4296445
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To meet this prerequisite, you can take any one or more of the following Logical Operations courses:

- Using Microsoft® Windows® 10 (Second Edition)
- Microsoft® Office Word 2021: Part 1
- Microsoft® Office Word 2021: Part 2

Course Content

Lesson 1: Manipulating Images

- Topic A: Integrate Pictures and Text
- Topic B: Adjust Image Appearance
- Topic C: Insert Other Media Elements

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

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- 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