Microsoft Word Level 3: Imagery, Markups, and References

Price: 295

Duration: 1 days

Delivery Methods: Virtual

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 level 3 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.

Audience Profile

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.

At Course Completion

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.

Outline

Lesson 1: Manipulating Images

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

Lesson 2: Using Custom Graphic Elements

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

Lesson 3: Collaborating on Documents

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

Lesson 4: Adding Document References and Links

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

Lesson 5: Securing a Document

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

Lesson 6: Using Forms to Manage Content

- Create Forms
- Modify Forms

Lesson 7: Automating Repetitive Tasks with Macros

- Automate Tasks by Using Macros
- Create a Macro

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.

Course Schedule

Date	Time	Price	Options

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