Microsoft® Word 365
Advanced

Course Description

Course Overview: Microsoft® Word 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

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 365): Exam MO-100 and Word Expert (Office 365 and Office 2019): Exam MO-101 certifications.

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 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.

The following CompuTrain courses would prepare you for this course:

- Microsoft® Word 365: Introduction
- Microsoft® Word 365: Intermediate

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.

Course Content

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

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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

Appendix A: Mapping Course Content to Word Associate (Office 365 and Office 2019): Exam MO-100

Appendix B: Mapping Course Content to Word Expert (Office 365 and Office 2019): Exam MO-101

Appendix C: Microsoft® Office Word 2019 Common Keyboard Shortcuts