

Microsoft Office Word 2019: Part 3

Course Summary

Description

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

Objectives

In this course, you will learn to use the advanced capabilities of Word 2019. 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.

Topics

- Manipulating Images
- Using Custom Graphic Elements
- Collaborating on Documents
- Adding Document References and Links
- Securing a Document
- Using Forms to Manage Content
- Automating Repetitive Tasks with Macros

Audience

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; format the overall appearance of a page; and create lists and tables.

To meet this prerequisite, you can take any one or more of the following courses:

- Using Microsoft Windows 10
- Microsoft Office Word 2019: Part 1
- Microsoft Office Word 2019: Part 2

Duration

One Day

Microsoft Office Word 2019: Part 3

Course Outline

- I. *Manipulating Images*
 - A. Integrate Pictures and Text
 - B. Adjust Image Appearance
 - C. Insert Other Media Elements
- II. *Using Custom Graphic Elements*
 - A. Create Text Boxes and Pull Quotes
 - B. Add WordArt and Other Text Effects
 - C. Draw Shapes
 - D. Create Complex Illustrations with SmartArt
- III. *Collaborating on Documents*
 - A. Prepare a Document for Collaboration
 - B. Mark Up a Document
 - C. Review Markups
 - D. Merge Changes from Other Documents
- IV. *Adding Document References and Links*
 - A. Add Captions
 - B. Add Cross-References
 - C. Add Bookmarks
 - D. Add Hyperlinks
 - E. Insert Footnotes and Endnotes
 - F. Add Citations and a Bibliography
- V. *Securing a Document*
 - A. Suppress Information
 - B. Set Formatting and Editing Restrictions
 - C. Restrict Document Access
 - D. Add a Digital Signature to a Document
- VI. *Using Forms to Manage Content*
 - A. Create Forms
 - B. Modify Forms
- VII. *Automating Repetitive Tasks with Macros*
 - A. Automate Tasks by Using Macros
 - B. Create a Macro
- VIII. *Appendix A*
 - A. Microsoft Office Word 2019 Common Keyboard Shortcuts