

Module Title : Microsoft Word 2019 Advanced
Duration : 1 Day

Course 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.

Who Should Attend

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.

Course Objectives

In this course, you will learn intermediate Word skills.

- Inserting and Manipulating Images
- Using WordArt and Shapes
- Inserting SmartArt
- Document Collaboration and Track Changes
- Adding Document References
- Securing a Document
- Create and Manipulating forms

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

Lesson 3: Collaborating on Documents

- Share a Document
- Review a Document
- Review Tracked Changes
- 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
- Add a Digital Signature to a Document
- Set Formatting and Editing Restrictions
- Restrict Document Access

Lesson 6: Using Forms to Manage Content

- Create Forms
- Manipulate Forms
- Automating Repetitive Tasks with Macros
- Automate Tasks Using Macros
- Create a Macro