

Microsoft® Word for Office 365™ (Desktop or Online): Part 3

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft Office Specialist: Word Associate **and** or Expert (Word 365 and Word 2019) — **Exam:** MO-100 **and** or MO-101: Microsoft Word (Word 365 and Word 2019)

Course Description

Microsoft Word for Office 365 enables participants 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

Note: The focus of this training will use the desktop version of the software as most Office 365™ users perform many of their daily tasks there. However, the course material will enable participants to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes a brief coverage of key skills for using Word for the Web and OneDrive. Helpful notes will point out cases where the online version of the application may function differently from the desktop version.

Target Audience

This course is intended for:

- Persons who want to use more advanced functionalities in Microsoft Word, including image manipulation, collaboration and revision tracking, cross-referencing and linking, document security, forms, and process automation through macros.
- Persons who wish to prepare for the certification exam(s).



Prerequisites

To attend this course, candidates must 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.
- The ability 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.

-OR-

- To obtain this level of skills and knowledge, candidates must have completed all the following courses:
 - *Using Microsoft® Windows® 10*
 - *Microsoft® Word for Office 365™ (Desktop or Online): Part 1*
 - *Microsoft® Word for Office 365™ (Desktop or Online): Part 2*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- 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 Topics

Module 1: Manipulating Images

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

Module 2: Using Custom Graphic Elements

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



Course Topics *Continued*

Module 3: Collaborating on Documents

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

Module 4: Adding Document References and Links

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

Module 5: Securing a Document

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

Module 6: Using Forms to Manage Content

- Create Forms
- Modify Forms

Module 7: Automating Repetitive Tasks with Macros

- Automate Tasks by Using Macros
- Create a Macro

ACTIVITIES INCLUDED