



# Microsoft® Word for Office 365™

## Desktop or Online: Level 3

Course ID #: 7000-801-ZZ-Z

Hours: 7

## Course Content

### Course Description:

Word for Microsoft 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.

**Note:** Most Office users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Microsoft 365™ subscription. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

This course may be a useful component in your preparation for the Microsoft Word (Microsoft 365 Apps and Office 2019): Exam MO-100 and Microsoft Word Expert (Microsoft 365 Apps and Office 2019): Exam MO-101 certification exams.

### Course Objectives:

Upon successful completion of this course students 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.



# Microsoft® Word for Office 365™ Desktop or Online: Level 3

Course ID #: 7000-801-ZZ-Z

Hours: 7

## Prerequisites:

To ensure your success, you should have basic user skills for 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. To meet this prerequisite, you can take any one or more of the following courses:

Using Microsoft® Windows® 10 (Second Edition)

Microsoft® Word for Office 365™ Desktop or Online: Level 1

Microsoft® Word for Office 365™ Desktop or Online: Level 2

## Target Audience:

This course is intended for students 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.

## Topics:

### Lesson 1: Manipulating Images

- Integrate Pictures and Text
- Adjust Image Appearance

### 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 and Co-Author a Document
- 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 Links
- 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



# Microsoft® Word for Office 365™ Desktop or Online: Level 3

Course ID #: 7000-801-ZZ-Z

Hours: 7

## **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

Register for this class by visiting us at:  
[www.tcworkshop.com](http://www.tcworkshop.com) or calling us at 800-639-3535