



Word 2016 Level 3

Course ID#: 0100-300-16-W

Hours: 7

Course Content

Course Description:

Microsoft® Word 2016 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.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam. 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.

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 success, you should be comfortable in the Windows® 10 environment, and be able to use Windows 10 to manage information on your computer. Specific tasks you should be able to perform include opening and closing applications, navigating basic file structures, and managing files and folders. Word 2016 Level 1 and Level 2 will prepare you for this course.



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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

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

Appendix A

- Microsoft Office Word 2016 Exam 77-725

Appendix B

- Microsoft Office Word 2016 Expert Exam 77-726

Appendix C

- Microsoft Word 2016 Common Keyboard Shortcuts