Course Content

Course 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.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2019): Exam MO-100 and Word Expert (Office 365 and Office 2019): Exam MO-101 certifications.

Course Objectives:
Upon completion, 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.

Target 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 success, students should have experience within the Windows® 10 operating system, have completed Word levels 1 & 2.

Word 2019 Level 3

Course ID #: 7000-297-ZZ-Z

Hours: 7

Topics:

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

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

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

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

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

Using Forms to Manage Content
- Create Forms
- Modify Forms

Automating Repetitive Tasks with Macros
- Automate Tasks by Using Macros
- Create a Macro