

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.

XTREME LABS



MICROSOFT OFFICE WORD 2019, LEVEL 3

COURSE DURATION: 1 DAY

COURSE OBJECTIVES

In this course, you will learn to use the advanced capabilities of Word 2019.

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 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 your success, you should 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. 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 Logical Operations courses:

- Using Microsoft® Windows® 10
- Microsoft® Office Word 2019: Part 1
- Microsoft® Office Word 2019: Part 2.

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

- Prepare a Document for Collaboration
- 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 Hyperlinks
- 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

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