

Microsoft Word 2016 Level 3

Eğitim Tipi: Classroom/AFA

Süre: 1 Day

Eğitim Hakkında

In Microsoft Word 2016 Level 2, you gained the skills to work with more complex business documents and automate tasks. If you work with lengthy documents, collaborate with others, or create forms, this course will show you how to use Word efficiently to accomplish these tasks.

Microsoft Word 2016 enables you to do 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.

Target Audience

This course is intended for delegates who create and work with lengthy documents, collaborate with others on documents, and create forms in Microsoft Word.

Önkoşullar

- Delegates should be able to use Microsoft Office Word 2016 to create, edit, format, save, and print business documents that contain text, tables, and graphics.
- Use a web browser and an email program.
- A basic understanding of how worksheets and presentations work.

Neler Öğreneceksiniz

At the end of this course you 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.

Eğitim İçeriği

Lesson 1: Manipulating Images

- Topic A: Integrate Pictures and Text
- Topic B: Adjust Image Appearance
- Topic C: Insert Other Media Elements

Lesson 2: Using Custom Graphic Elements

- Topic A: Create Text Boxes and Pull Quotes
- Topic B: Add WordArt and Other Text Effects
- Topic C: Draw Shapes
- Topic D: Create Complex Illustrations with SmartArt

Lesson 3: Collaborating on Documents

- Topic A: Prepare a Document for Collaboration
- Topic B: Mark Up a Document

- Topic C: Review Markups
- Topic D: Merge Changes from Other Documents

Lesson 4: Adding Document References and Links

- Topic A: Add Captions
- Topic B: Add Cross-References
- Topic C: Add Bookmarks
- Topic D: Add Hyperlinks
- Topic E: Insert Footnotes and Endnotes
- Topic F: Add Citations and a Bibliography

Lesson 5: Securing a Document

- Topic A: Suppress Information
- Topic B: Set Formatting and Editing Restrictions
- Topic C: Restrict Document Access
- Topic D: Add a Digital Signature to a Document

Lesson 6: Using Forms to Manage Content

- Topic A: Create Forms
- Topic B: Modify Forms

Lesson 7: Automating Repetitive Tasks with Macros

- Topic A: Automate Tasks by Using Macros
- Topic B: Create a Macro

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