



Microsoft Word 3

Course Description

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.

Learning Objectives

Manipulate Images

- Integrate Pictures and Text
 - Image Size and Cropping
 - Text Wrapping Styles
 - Wrap Points
 - Picture Positioning Options
 - Alignment Guides
 - Rotate Images
 - The Background Removal Tool
 - Selection of Graphic Elements
- Adjust Image Appearance
 - Corrections Options
 - The Artistic Effects Tool
 - Picture Styles
 - Compression
- Insert Other Media Elements
 - Video Links
 - The Screenshot Tool

Use Custom Graphic Elements

- Create Text Boxes and Pull Quotes
 - Text Boxes
 - Pull Quotes and Sidebars
 - The Text Box Gallery
 - The Drawing Tools Format Contextual Tab
- Add Word Art and Other Text Effects
 - WordArt
 - Text Effects
 - Drop Caps
- Draw Shapes
 - Shapes in Word
 - Types of Shapes
 - The Drawing Canvas
- Create Complex Illustrations with SmartArt
 - SmartArt Graphics
 - SmartArt Graphic Categories

Collaborate on Documents

- Prepare a Document for Collaboration
 - Real-Time Collaboration
 - Multiple Versions of the Same Document
 - User Information
 - Document Properties
 - Document Versions
 - Sharing Documents Online
- Mark Up a Document
 - Track Changes
 - Add Comments
 - Markup Views
- Review Markups
 - Accept or Reject Changes
 - Multiple Reviewers
- Merge Changes from Other Documents
 - Legal Blackline
 - Comparison Settings
 - Original and Revised Documents
 - Revisions Pane

Add Document References & Links

- Add Captions
- Add Cross-References
 - Cross-Reference Updates
- Add Bookmarks
 - Bookmark Formatting Marks
 - Hidden Bookmarks
- Add Hyperlinks
 - Options in the Link to Panel
- Insert Footnotes and Endnotes
 - Placement
 - Reference Mark Navigation
 - ScreenTips

Secure a Document

- Suppress Information
 - Suppress Sensitive Information
 - Hidden Text
 - Remove Personal Information from a Document
 - The Document Inspector Dialog Box
 - Tracked Changes Security Issues
- Set Formatting and Editing Restrictions
 - The Developer Tab
 - The Restrict Editing Task Pane
 - Protected View
 - Mark as Final
- Restrict Document Access
 - Document Password
- Add a Digital Signature to a Document
 - Digital Certificates
 - Digital Signature
 - The Signature Line
 - The Signatures Task Pane
 - Requested Signatures
 - Valid Signatures

Use Forms to Manage Content

- Create Forms
 - Plan a Form
 - Form Fields
 - Content Controls
 - Form Field Options
- Modify Forms
 - Content Control Title Tab
 - Extracting Data from Forms

Automate Repetitive Tasks with Macros

- Automate Tasks by Using Macros
 - Sources of Word Macros
 - Macro Security
 - File Validation
 - Trust Center
- Create a Macro
 - The Developer Tab for Macros
 - VBA
 - Macro Project Components