



Microsoft Word 3

Onsite or Virtual – 1 day, 8 hours – Optimum Class Size, 8-12

Training Description

In the Microsoft 3 training course, participants will learn to utilize features such as image manipulation tools, collaboration features, cross-referencing and linking tools, entry forms and data collection, security features, and tools to automate document production. Participants will master the skills necessary to collect, organize, and display information allowing their organization to present professional and streamlined documents. This course is intended for administration professionals or anyone intending to improve their Microsoft Suite skills. This course can be delivered in person or virtually.

Training Objective

Participants will gain proficiency in advanced Microsoft Word features. Participants will be able to create, manage, revise, and distribute long documents. By utilizing the tools taught in this training, participants will be able to construct document elements that ensure their users can easily access pertinent information, while simultaneously protecting more sensitive information.

Skill Attainment

- 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

Agenda

1 - MANIPULATING IMAGES

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

2 - USING CUSTOM GRAPHIC ELEMENTS

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



3 - COLLABORATING ON DOCUMENTS

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

4 - ADDING DOCUMENT REFERENCES AND LINKS

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

5 - SECURING A DOCUMENT

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

6 - USING FORMS TO MANAGE CONTENT

- Create Forms
- Modify Forms

7 - AUTOMATING REPETITIVE TASKS WITH MACROS

- Automate Tasks by Using Macros
- Create a Macro