

## Word 2016 - Part 3 - Advance

### Target Audience

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.

### Course Objectives

In this course, 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.

### Course Outline

#### 1 - MANIPULATING IMAGES

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

#### 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

#### 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

#### 4 - ADDING DOCUMENT REFERENCES & 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

#### 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

#### 6 - USING FORMS TO MANAGE CONTENT

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

#### 7 - AUTOMATING REPETITIVE TASKS WITH MACROS

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

