APPLIED TECHNOLOGY ACADEMY

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# Microsoft Word for Office 365 – Part 3 Training

**Microsoft Authorized Training · Applied Technology Academy**

Microsoft® Word for Office 365™ 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. Being able to manipulate graphics and efficiently create, manage, revise, and distribute long documents and forms can help your organization create important and interesting documents.

| LEVEL | DURATION | EXPERIENCE | AVERAGE SALARY | LABS |
|---|---|---|---|---|
| **Intermediate** | **1 Day** | **2 years: Microsoft Office** | **$50,000** | **Yes** |

## Course Overview

Implementing time-saving features that enable you to work well in a collaborative mode will benefit both you and your organization. Constructing document elements that ensure your readers have access to pertinent information at the click of a button, while at the same time protecting sensitive information, is another important skill. Mastering these skills and techniques will make you a valued employee in your organization. In this course, you will explore advanced functionalities in Word.

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

- **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**
  - T opic A: Create Text Boxes and Pull Quotes
  - Topic B: Add WordArt and Other Text Effects
  - Topic C: Draw Shapes

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  - 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

## Intended Audience

Users who are looking to advance their skills in Word 365.

## Prerequisites

This course assumes that the user has completed the first two levels of our Microsoft 365 Word courseware, or has equivalent knowledge of the following topics:

- Using the various parts of the Microsoft Word interface
- Getting help in Microsoft Word
- Creating, opening, and saving a basic document
- Applying formatting to text
- Controlling text flow using the tools on the Home tab, Layout tab, and Page Setup dialog

- Customizing document format using styles and themes
- Using templates
- Inserting and modifying tables, charts, text boxes, shapes, images, videos, and SmartArt
- Proofing a document for errors
- Customizing the Microsoft Word environment
- Performing a mail merge
- Using macros
- Microsoft Access for Office 365: Part 1
- Microsoft Access for Office 365: Part 2

## Follow-On Courses

Microsoft Power Platform App Maker (PL-100)

**Ready to enroll?** Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.