



Microsoft Word 2016: Advanced

Overview: In this course, students will learn to use the advanced capabilities of Microsoft Word 2016 including; image manipulation, collaboration and revision tracking, cross-referencing and linking, document security, forms, and process automation through macros.

Prerequisites: To ensure success, students should have completed CMC's *Microsoft Office Word 2016: Introduction and Microsoft Office Word 2016: Intermediate* courses or possess equivalent knowledge.

Course Content

Lesson 1: Manipulating Images

Integrate Pictures and Text
Adjust Image Appearance
Insert Other Media Elements

Lesson 2: Using Custom Graphic Elements

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

Lesson 3: Collaborating on Documents

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

Lesson 4: Adding Document References and Links

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

Lesson 5: Securing a Document

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

Lesson 6: Using Forms to Manage Content

Create Forms
Modify Forms

Lesson 7: Automating Repetitive Tasks with Macros

Automate Tasks by Using Macros
Create a Macro