



## Microsoft Word Advanced

**Overview:** In this course, students will learn to use the advanced capabilities of Microsoft Word 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 Word Beginning and Microsoft Word: 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