

Course Name	Microsoft Word 2016 Advanced
Course Duration	2 Days
Course Structure	Instructor-Led
Course Overview	<p>Microsoft® Word 2016 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.</p> <p>This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.</p> <p>Audience profile 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.</p>
Course Outcome	<p>In this course, you will learn to create and modify complex documents and use tools that allow you to customize those documents.</p> <p>You will:</p> <ul style="list-style-type: none"> • 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 Details	<p>Lesson 1: Manipulating Images</p> <p>Topic A: Integrate Pictures and Text Topic B: Adjust Image Appearance Topic C: Insert Other Media Elements</p> <p>Lesson 2: Using Custom Graphic Elements</p> <p>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</p> <p>Lesson 3: Collaborating on Documents</p> <p>Topic A: Prepare a Document for Collaboration Topic B: Mark Up a Document Topic C: Review Markups Topic D: Merge Changes from Other Documents</p>

	<p>Lesson 4: Adding Document References and Links</p> <p>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</p> <p>Lesson 5: Securing a Document</p> <p>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</p> <p>Lesson 6: Using Forms to Manage Content</p> <p>Topic A: Create Forms Topic B: Modify Forms</p> <p>Lesson 7: Automating Repetitive Tasks with Macros</p> <p>Topic A: Automate Tasks by Using Macros Topic B: Create a Macro</p>
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