

Gearing You For Growth

Bursaries | Business Skills | Coaching and Mentoring | **Computer Skills** | E-Learning | Learnerships | Skills Development | Virtual Training

Microsoft Word 2016 (Level 3)

Course Overview

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.

Course Objective

In this course, delegates 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.

Target Audience

This course is intended for delegates 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.

Prerequisites

To ensure success, delegates should be familiar with using personal computers, and should have experience using a keyboard and mouse. Specific tasks delegates should be able to perform include opening and closing applications. Navigating basic file structures, manage files or folders. To meet this prerequisite, delegates can take the following Logical Operations courses

- Microsoft Word 2016 (Level 2)

Duration

- 1 Day



Course Outline

Module 1: Manipulating images

- Integrate pictures and text.
- Adjust image appearance.
- Insert other media elements.

Module 2: Using custom graphic elements

- Create text boxes and pull quotes.
- Add word art and other text effects.
- Draw shapes.
- Create complex illustrations with SmartArt.

Module 3: Collaborating on documents

- Prepare a document for collaboration.
- Mark Up a document.
- Review markups.
- Merge changes from other documents course outline.

Module 4: Adding document references and links

- Add captions.
- Add cross-references.
- Add bookmarks.
- Add hyperlinks.
- Insert footnotes and endnotes.
- Add citations and a bibliography.

Module 5: Securing a document

- Suppress information.
- Set formatting and editing restrictions.
- Restrict document access.
- Add a digital signature to a document.

Module 6: Using forms to manage content

- Create forms.
- Modify forms.

Module 7: Automating repetitive tasks with macros

- Automate tasks using macros.
- Create a macro.