

# Microsoft Office Word 2016: Part 3

## Course Overview

This course covers the advanced functions and features of Word 2016. Students will learn how to manipulate images, use custom graphic elements, collaborate on documents, add document references and links, secure a document, use forms to manage content, and automate repetitive tasks with macros.

**Course Introduction** 4m  
Course Introduction

**Chapter 01 - Manipulating Images** 25m  
Topic A: Integrate Pictures and Text  
Size and Cropping Options  
Layout Dialog Box Text Wrap Options  
Layout Options  
Image Position  
Layout Dialog Box Position Options  
Layout Positions  
Demo - Integrating Pictures and Text  
Topic B: Adjust Image Appearance  
The Adjust Group  
Original and Corrected Image  
Demo - Adjusting Image Corrections Options  
Demo - Adjusting Image Color  
Demo - Compressing Pictures  
Topic C: Insert Other Media Elements  
Demo - Inserting a Video Link  
Chapter 01 Review

**Chapter 02 - Using Custom Graphic Elements** 26m  
Topic A: Create Text Boxes and Pull Quotes  
Text Boxes  
Pull Quotes and Sidebars  
Demo - Creating a Text Box  
Topic B: Add WordArt and Other Text Effects  
WordArt  
Demo - Adding Text Effects to a Document  
Topic C: Draw Shapes  
Shape Categories

Demo - Drawing Shapes  
Topic D: Create Complex Illustrations with SmartArt  
The Choose a SmartArt Graphic Dialog Box  
Demo - Creating Illustrations with SmartArt  
Chapter 02 Review

### **Chapter 03 - Collaborating on Documents**

26m

Topic A: Prepare a Document for Collaboration  
Document Sharing  
Using Properties to Search for a Document  
Demo - Configuring Your User Information  
Topic B: Mark Up a Document  
Track Changes  
Comments  
Demo - Reviewing a Document  
Topic C: Review Markups  
Demo - Accepting or Rejecting Changes  
Topic D: Merge Changes from Other Documents  
Demo - Merging Changes in Separate Documents  
Chapter 03 Review

### **Chapter 04 - Adding Document References and Links**

42m

Topic A: Add Captions  
The Caption Dialog Box  
Demo - Adding Captions  
Topic B: Add Cross-References  
The Cross-reference Dialog Box  
Demo - Adding Cross References  
Topic C: Add Bookmarks  
The Bookmark Dialog Box  
Demo - Creating and Using Bookmarks  
Topic D: Add Hyperlinks  
The Insert Hyperlink Dialog Box  
Demo - Inserting Hyperlinks  
Topic E: Insert Footnotes and Endnotes  
The Footnote and Endnote Dialog Box  
Demo - Inserting Footnotes and Endnotes  
Topic F: Add Citations and a Bibliography  
The Create Source Dialog Box  
The Source Manager Dialog Box  
Demo - Inserting Citations and a Placeholder  
Chapter 04 Review

**Chapter 05 - Securing a Document**

20m

Topic A: Suppress Information

Demo - Hiding Text

The Document Inspector Dialog Box

Demo - Removing Personal Information

Topic B: Set Formatting and Editing Restrictions

The Restrict Editing Task Pane

Demo - Setting Formatting and Editing Restrictions

Topic C: Restrict Document Access

Demo - Setting a Password for a Document

Topic D: Add a Digital Signature to a Document

Demo - Preparing a Document to Be Signed

Chapter 05 Review

**Chapter 06 - Using Forms to Manage Content**

13m

Topic A: Create Forms

Demo - Using the Controls Group

Demo - Locking and Saving a Form

Topic B: Modify Forms

Demo - Removing Controls from a Form

Chapter 06 Review

**Chapter 07 - Automating Repetitive Tasks with Macros**

29m

Topic A: Automate Tasks by Using Macros

Macros vs. Micro Commands

Demo - Automating Tasks by Using Macros

Demo - Identifying Word Macro Uses and Concerns

Topic B: Create a Macro

The Microsoft Visual Basic for Applications Window

Demo - Viewing the Code for an Existing Macro

Demo - Recording and Editing a Macro

Chapter 07 Review

Course Closure

**Total Duration: 3h 5m**