COURSE SYLLABUS

Microsoft Word Level III

Focuses on the more advanced concepts, including: using Word with other programs, collaborating on documents, managing document versions, adding reference marks and notes, simplifying the use of long documents, securing a document and creating forms.

Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/microsoft-word-level-3-2016



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Course Outline

Lesson 1: Manipulating Images

- Topic A: Integrate Pictures and Text
- Topic B: Adjust Image Appearance
- Topic C: Insert Other Media Elements

Lesson 2: Using Custom Graphic Elements

- 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

Lesson 3: Collaborating on Documents

- Topic A: Share a Document
- Topic B: Review a Document
- Topic C: Review Tracked Changes
- Topic D: Merge Changes from Other Documents

Lesson 4: Adding Document References and Links

- 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

Lesson 5: Securing a Document

- Topic A: Suppress Information

- Topic B: Add a Digital Signature to a Document
- Topic C: Set Formatting and Editing Restrictions
- Topic D: Restrict Document Access

Lesson 6: Using Forms to Manage Content

- Topic A: Create Forms
- Topic B: Manipulate Forms

Lesson 7: Automating Repetitive Tasks with Macros

- Topic A: Automate Tasks Using Macros
- Topic B: Create a Macro