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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

## Microsoft Office Word 2016: Part 3



*If you enroll in this course at the listed price, you receive a **Free Official Exam Voucher** (excluding purchases using Training Vouchers / SATV) for the MO-100 Exam. This course does not include Exam Voucher if enrolled within the Master Subscription, however, you can request to purchase the Official Exam Voucher separately.*

### About this Course:

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 Objectives:

In this course, you 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.

## Audience:

- 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.

## Prerequisites:

- To ensure success, you should be comfortable in the Windows 10 environment, and be able to use Windows 10 to manage information on your computer.
- Specific tasks you should be able to perform include opening and closing applications, navigating basic file structures, and managing files and folders. The following courses would prepare you for this course:  
*Microsoft Office Word 2016: Part 1*  
*Microsoft® Office Word 2016: Part 2*

## 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:** Prepare a Document for Collaboration

**Topic B:** Mark Up a Document

**Topic C:** Review Markups

**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:** Set Formatting and Editing Restrictions

**Topic C:** Restrict Document Access

**Topic D:** Add a Digital Signature to a Document

### **Lesson 6: Using Forms to Manage Content**

**Topic A:** Create Forms

**Topic B:** Modify Forms

### **Lesson 7: Automating Repetitive Tasks with Macros**

**Topic A:** Automate Tasks by Using Macros

**Topic B:** Create a Macro

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