

COURSE OVERVIEW

Course Name:
Microsoft Word 2019:
Level 3

COURSE DURATION: 1 Day

Gauteng:

3rd Floor 34 Whitely Road
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Gauteng:

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Cape Town:

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COURSE OVERVIEW

Microsoft Word 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 learn to use the advanced capabilities of Word 2019.

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.

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

Appendix A: Mapping Course Content to Word Associate (Office 365 and Office 2019): Exam MO-100

Appendix B: Mapping Course Content to Word Expert (Office 365 and Office 2019): Exam MO-101

Appendix C: Microsoft® Office Word 2019 Common Keyboard Shortcuts