

Microsoft Word Level 3

Course WRD-03

1Day

Instructor-led, Hands on

Introduction

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.

This one-day, instructor-led 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.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

At Course Completion

Upon successful completion of this course, students will be able to:

- Embed objects into Word by using an Excel spreadsheet and Microsoft Excel default chart
- Use the screenshot capture to embed a picture of a PowerPoint presentation into Word
- Use the screen clipping features to copy data from an Excel spreadsheet
- Record, edit and delete macros
- Create a mail merge for letters and labels in a Word document
- Create individual envelopes and labels
- Word with large documents
- Build a table of contents
- Control the page numbering within a document
- Insert references to captures, create a table of figures
- Add a footnote and endnote
- Insert an index and add a citation and bibliography
- Insert a bookmark, a few hyperlinks and cross reference
- Review a document and track changes
- Add a comment
- Compare and merge changes
- Accept and reject changes

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- Explore protection options for your documents, such as hiding text, marking document as final, password protecting a document to limit editing and formatting
- Encrypting a document so no one can open it without a password
- Setting up saving options so the document does not get lost if the computer is suddenly turned off
- Understand SmartArt, 3D models and Default Font options

Prerequisites

Students should be familiar enough with Microsoft Word to be able to create, edit, and format documents as well as work with lists, tables, and page layouts.

Completion of the following courses or equivalent knowledge and skills is recommended:

- Microsoft Word Level 1
- Microsoft Word Level 2

Course Outline

Module 1: Linking Word with Other Programs

- Linking a Document to an Excel Spreadsheet
- Link a Chart to Excel Data
- Sending an E-Mail from Word
- Using the Word Screenshot Feature

Module 2: Working with Macros

- Recording a Macro
- Running a Macro
- Editing and Deleting a Macro
- Using Macro Security

Module 3: Creating Mail Merges

- Performing a Mail Merge in a Word Document
- Inserting Envelopes and Labels
- Performing a Mail Merge with Envelopes and Labels

Module 4: Working with Large Documents

- Adding a Table of Contents
- Adding Multiple Page Numbering Types
- Inserting a Caption
- Inserting a Table of Figures
- Inserting Footnotes and Endnotes
- Inserting an Index

- Adding a Citation and a Bibliography
- Inserting a Bookmark, Hyperlink and Cross Reference

Module 5: Collaborating on Documents

- Reviewing a Document and Tracking Document Changes
- Adding a Comment
- Comparing and Merging Document Changes

Module 6: Protecting Document Security

- Hiding Text
- Setting Formatting and Editing Restrictions
- Setting up AutoRecover Options

Module 7: Advanced Graphics and Defaults

- How to create SmartArt
- Building a 3D Model
- Changing Word Defaults