



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Word 2019: Part 3

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft Office Specialist (MOS) Word Expert
2019 — **Exam:** MO-100 OR **Expert Exam:** MO-101

Course Description

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.

Target Audience

This course is intended for:

- Persons who want to use more advanced functionalities in Word, including image manipulation, collaboration, revision tracking, cross-referencing and linking, document security, forms, and process automation through macros.

Prerequisites

To attend this course, candidates must have:

- Completed all the following courses or possess equivalent knowledge:
 - *Using Microsoft® Windows® 10*
 - *Microsoft® Office Word 2019: Part 1*
 - *Microsoft® Office Word 2019: Part 2*



Microsoft Partner

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Exam Details

Exam Code:	• MO-100 / MO-101
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice

Course Objectives

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

- 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 Topics

Module 1: Manipulating Images

- Integrate Pictures and Text
- Adjust Image Appearance
- Insert Other Media Elements

Module 2: Using Custom Graphic Elements

- Create Text Boxes and Pull Quotes
- Add WordArt and Other Text Effects
- Draw Shapes
- Create Complex Illustrations with SmartArt





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Course Topics *Continued*

Module 3: Collaborating on Documents

- Prepare a Document for Collaboration
- Mark Up a Document
- Review Mark-ups
- Merge Changes from Other Documents

Module 4: Adding Document References and Links

- Add Captions
- Add Cross-References
- Add Bookmarks
- Add Hyperlinks
- Insert Footnotes and Endnotes
- Add Citations and a Bibliography

Module 5: Securing a Document

- Suppress Information
- Set Formatting and Editing Restrictions
- Restrict Document Access
- Add a Digital Signature to a Document

Module 6: Using Forms to Manage Content

- Create Forms
- Modify Forms

Module 7: Automating Repetitive Tasks with Macros

- Automate Tasks by Using Macros
- Create a Macro

ACTIVITIES INCLUDED



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