

## Word 2019 Advanced

**Length:** 1 Day

**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.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2019): Exam MO-100 and Word Expert (Office 365 and Office 2019): Exam MO-101 certifications.

**Course Objectives:** In this course, you will learn to use the advanced capabilities of Word 2019.

- 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.

**Prerequisites:** Word 2019 Introduction and Intermediate

## COURSE CONTENT

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