# Word for Office 365 Advanced

**Length:** 1/2 Day

**Summary:** Word for Microsoft 365 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.

Being able to manipulate graphics and efficiently create, manage, revise, and distribute long documents and forms can help your organization create important and interesting documents. Implementing time-saving features that enable you to work well in a collaborative mode will benefit both you and your organization. Constructing document elements that ensure your readers have access to pertinent information at the click of a button, while at the same time protecting sensitive information, is another important skill. Mastering these skills and techniques will make you a valued employee in your organization.

**Prerequisites**: Word for Office 365 Introduction and Intermediate

## COURSE CONTENT

**Lesson 1: Manipulating Images**

**Topic A:** Integrate Pictures and Text

**Topic B:** Adjust Image Appearance

**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:** Share and Co-Author a Document

**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 Links

**Topic E:** Insert Footnotes and Endnotes

**Topic F:** Add Citations and a Bibliography