



*Are you a pencil pusher trapped in a computer?
We can help?*

M J H COMPUTER TRAINING

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Microsoft® Office Word 2016: Part 3

Course Length: 1 day

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