

# Microsoft Office Word 2019: Part 3

## Course Overview

This course will teach students about Microsoft Office Word 2019, including manipulating images, using custom graphic elements, collaborating on documents, adding document references and links, securing a document, using forms to manage content, and automating repetitive tasks with macros.

<b><u>Course Introduction</u></b>	3m
Instructor Introduction	
Course Introduction	
<b><u>Chapter 1 - Manipulating Images</u></b>	21m
Manipulating Images	
Topic A: Integrate Pictures and Text	
Size and Cropping Options	
Text Wrapping Styles	
Wrap Points	
Position Gallery	
The Layout Dialog Box	
Alignment Guides	
Demo - Integrating Pictures and Text	
Topic B: Adjust Image Appearance	
The Adjust Group	
Original and Corrected Image	
Corrections Options	
Demo - Adjusting Image Corrections Options	
Demo - Adjusting Image Color	
Demo - Applying Picture Styles	
Demo - Compressing Pictures	
Topic C: Insert Other Media Elements	
Video Links	
Demo - Inserting a Video Link	
Chapter 1 Review	
<b><u>Chapter 2 - Using Custom Graphic Elements</u></b>	19m
Using Custom Graphic Elements	
Topic A: Create Text Boxes and Pull Quotes	
Text Boxes	
Pull Quotes and Sidebars	
Demo - Creating a Text Box	
Topic B: Add WordArt and Other Text Effects	
WordArt	
Demo - Adding Text Effects to a Document	
Topic C: Draw Shapes	

Shapes in Word  
Demo - Drawing Shapes  
Topic D: Create Complex Illustrations with SmartArt  
The Choose a SmartArt Graphic Dialog Box  
Demo - Creating Illustrations with SmartArt  
Chapter 2 Review

### **Chapter 3 - Collaborating on Documents**

20m

Collaborating on Documents  
Topic A: Prepare a Document for Collaboration  
Document Sharing  
Search by Document Properties  
Demo - Configuring Your User Information  
Topic B: Mark Up a Document  
Track Changes  
The Track Changes Indicator in Status Bar  
Comments  
Demo - Reviewing a Document  
Topic C: Review Markups  
The Revisions Pane  
Accept or Reject Changes  
Demo - Accepting or Rejecting Changes  
Topic D: Merge Changes from Other Documents  
The Compare Documents Dialog Box  
Result of Comparison  
Demo - Comparing and Merging Document Changes  
Chapter 3 Review

### **Chapter 4 - Adding Document References and Links**

34m

Adding Document References and Links  
Topic A: Add Captions  
The Caption Dialog Box  
Demo - Adding Captions  
Topic B: Add Cross-References  
The Cross-reference Dialog Box  
Demo - Adding Cross-References  
Demo - Updating a Cross-Reference  
Topic C: Add Bookmarks  
The Bookmark Dialog Box  
Demo - Creating and Using Bookmarks  
Topic D: Add Hyperlinks  
The Insert Hyperlink Dialog Box  
Demo - Inserting Hyperlinks  
Topic E: Insert Footnotes and Endnotes  
Footnotes and Endnotes  
The Footnote and Endnote Dialog Box  
Demo - Inserting Footnotes and Endnotes  
Topic F: Add Citations and a Bibliography  
The Create Source Dialog Box  
The Source Manager Dialog Box

Demo - Inserting Citations and a Placeholder  
Demo - Adding a Bibliography  
Demo - Modifying a Citation and Bibliography  
Chapter 4 Review

### **Chapter 5 - Securing a Document**

23m

Securing a Document  
Topic A: Suppress Information  
Hidden Text  
Demo - Hiding Text  
The Document Inspector Dialog Box  
Demo - Removing Personal Information  
Topic B: Set Formatting and Editing Restrictions  
The Restrict Editing Task Pane  
Protected View  
Demo - Setting Formatting and Editing Restrictions  
Topic C: Restrict Document Access  
Document Password  
Demo - Setting a Password for a Document  
Topic D: Add a Digital Signature to a Document  
Digital Certificates  
Demo - Preparing a Document to Be Signed  
The Sign Dialog Box  
Demo - Digitally Signing a Document  
Chapter 5 Review

### **Chapter 6 - Using Forms to Manage Content**

12m

Using Forms to Manage Content  
Topic A: Create Forms  
Forms and Form Fields  
Content Controls  
Design Mode  
Demo - Adding Controls to a Form  
Demo - Locking and Saving a Form  
Topic B: Modify Forms  
Content Control Title Tab  
Demo - Removing Controls from a Form  
Chapter 6 Review

### **Chapter 7 - Automating Repetitive Tasks with Macros**

23m

Automating Repetitive Tasks with Macros  
Topic A: Automate Tasks by Using Macros  
Macros  
Demo - Automating Tasks by Using Macros  
Macro Security Settings  
Demo - Discussing Macro Uses and Concerns  
Topic B: Create a Macro  
VBA  
Demo - Viewing the Code for an Existing Macro  
Macro Recorder

Demo - Recording a Macro  
Demo - Adding Custom Code to a Recorded Macro  
Chapter 7 Review  
Course Closure

**Total Duration:** 2h 35m