Microsoft Word for Office 365 (Desktop or Online) (v1.1) Part 3

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

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.Note: Most Office users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will alsoenable you to access and effectively utilize many web-based resources provided with your Microsoft 365 subscription. Helpful notes throughout the material alert you to caseswhere the online version of the application may function differently from the primary, desktop version.This course may be a useful component in your preparation for theMicrosoft Word (Microsoft 365 Apps and Office 2019): Exam MO-100 and Microsoft Word Expert (Microsoft 365 Apps and Office 2019): Exam MO-101 certification exams.

About This Course

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Who Should Attend

This course is intended for students who want to use more advanced functionalities in Microsoft Word, including image manipulation, collaboration and revision tracking, cross- referencing and linking, document security, forms, and process automation through macros.

Learning Outcomes

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

In this course, you will explore advanced functionalities in Word. You will:

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.

Detailed Course Outline

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

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

Additional Course Details

Nexus Humans Microsoft Word for Office 365 (Desktop or Online) (v1.1) Part 3 training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft Word for Office 365 (Desktop or Online) (v1.1) Part 3 course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Microsoft Word for Office 365 (Desktop or Online) (v1.1) Part 3?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Microsoft Word for Office 365 (Desktop or Online) (v1.1) Part 3 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft Word for Office 365 (Desktop or Online) (v1.1) Part 3 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft Word for Office 365 (Desktop or Online) (v1.1) Part 3?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft Word for Office 365 (Desktop or Online) (v1.1) Part 3. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Microsoft Word for Office 365 (Desktop or Online) (v1.1) Part 3?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft Word for Office 365 (Desktop or Online) (v1.1) Part 3 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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