# Word - Part 3

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

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

## Course Information

**Delivery Format:** Instructor Led - Online

**Related Exam:** MO-100; MO-101; Word Associate (Office 365 and Office 2019)

## Course 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. 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 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 certification exams.

## About This Course

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## Prerequisites & Entry Requirements

**General Prerequisites:**

Word - Part 1 or equivalent experience.

## Learning Outcomes

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

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

### Manipulating Images

- Integrate Pictures and Text
- Adjust Image Appearance
- Insert Other Media Elements

### Using Custom Graphic Elements

- Create Text Boxes and Pull Quotes
- Add WordArt and Other Text Effects
- Draw Shapes
- Create Complex Illustrations with SmartArt

### Collaborating On Documents

- Prepare a Document for Collaboration
- Mark Up a Document
- Review Markups
- Merge Changes from Other Documents

### Adding Document References And Links

- Add Captions
- Add Cross-References
- Add Bookmarks
- Add Hyperlinks
- Insert Footnotes and Endnotes
- Add Citations and a Bibliography

## Securing A Document

- Suppress Information
- Set Formatting and Editing Restrictions
- Restrict Document Access

## Microsoft Copilot Chat in Action

- What Is Microsoft Copilot Chat?
- The Magic Prompt Formula
- Work Smarter with AI

# Upcoming Schedule

**Available training dates for Word - Part 3:**

| Start Date | End Date | Location | Delivery | Price |
|---|---|---|---|---|
| 22 Dec 2026 | 22 Dec 2026 | Online | Virtual | €295.00 |

# Frequently Asked Questions

### Q: What delivery options are available for Word - 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

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### Q: Which exam does this course prepare me for?

This course prepares you for the MO-100; MO-101; Word Associate (Office 365 and Office 2019) official exam. You can take this exam at any exam center across United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online wherever you are located.

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### Q: How many CPD hours does this course provide?

The 1-day Word - Part 3 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

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### Q: What is the duration of the Word - 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.

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### Q: Do you provide corporate training for Word - Part 3?

Yes, we provide corporate training, dedicated training, and closed classes for Word - 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.

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## Q: Why choose Nexus Human for Word - 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

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## Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Word - 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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