

MICROSOFT WORD FOR OFFICE 365 – PART 3

COURSE SPECIFICATIONS

Course Code:	MS-WRD-P3
Course No:	ELK91–143_rev1.1
Course Length:	2 Days
CertiPort Exam No:	MO-100; MO-101

COURSE DESCRIPTION

Microsoft Word for Office 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 365 users perform most of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Office 365 subscription. This includes brief coverage of key skills for using Excel Online and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.*

TARGET AUDIENCE

This course is intended for candidates 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.

PRE-REQUISITES

To ensure your success in this course, you should have end-user skills with any *current* version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites. In addition, you should be able to navigate and perform common tasks in Word, such as opening, viewing, editing, and saving documents; formatting text and paragraphs; formatting the overall appearance of a page; and creating lists and tables.

It is recommended that you have completed *Microsoft Word for Office 365 – Part 1* and *Microsoft Word for Office 365 – Part 2* or possess equivalent knowledge.

HARDWARE REQUIREMENTS

For this course, you will need one computer for each candidate. **For classroom-based training, each computer will need the following *minimum* hardware configurations:**

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1280 × 1024 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse (or another pointing device).
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).

For virtual online training:

- The above-mentioned hardware requirements, also including, if possible, an extra monitor to follow the trainer with ease of access.
- Microphone and speakers or headset.

SOFTWARE REQUIREMENTS

For both classroom-based and virtual online training:

- Microsoft Windows 10 or 11.
- Microsoft 365 license (which provides the Microsoft Office apps).

For virtual online training:

- A Microsoft Team account.
NOTE: *You don't need an account, as you can join a session as a guest, but it will be beneficial to you as it will give you more options and a better sharing experience.*

COURSE OBJECTIVES

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.

LEARNING OUTLINE

1. Manipulating Images
 - a. Integrate Pictures and Text
 - b. Adjust Image Appearance
2. Using Custom Graphic Elements
 - a. Create Text Boxes and Pull Quotes
 - b. Add WordArt and Other Text Effects
 - c. Draw Shapes
 - d. Create Complex Illustrations with SmartArt
3. Collaborating on Documents
 - a. Share and Co-Author a Document
 - b. Markup a Document
 - c. Review Markups
 - d. Merge Changes from Other Documents
4. Adding Document References and Links
 - a. Add Captions
 - b. Add Cross-References
 - c. Add Bookmarks
 - d. Add Links
 - e. Insert Footnotes and Endnotes
 - f. Add Citations and a Bibliography

5. Securing a Document

- a. Suppress Information
- b. Set Formatting and Editing Restrictions
- c. Restrict Document Access
- d. Add a Digital Signature to a Document

6. Using Forms to Manage Content

- a. Create Forms
- b. Modify Forms

7. Automating Repetitive Tasks with Macros

- a. Automate Tasks by Using Macros
- b. Create a Macro

ASSESSMENTS

Formative assessments in the form of a knowledge questionnaire as well as minor projects will take place during the course. *Summative* assessments will be conducted at the end of the course in the form of a practical/theoretical test.

If a candidate does not wish to write a summative assessment, a OneTrust Training Solutions certificate that indicates *Attendance* will be provided.

MERSETA TRAINING PROVIDER

OneTrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.)

We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a *OneTrust Training Solutions* certificate for the relevant courses.

MICROSOFT CERTIFICATION

Microsoft Office certifications gives candidates a professional edge by providing globally recognized industry endorsed evidence of skills mastery, demonstrating your abilities and willingness to embrace new technologies. Workers can prove their skills and proficiency with Microsoft computer programs by earning the Microsoft Office Specialist (MOS) certification. Individuals can elect to earn certification in one or more Microsoft programs, such as Word, Excel, or PowerPoint.

This course is part of a **3-part-series** that covers the Microsoft Office Specialist Program exam objectives to help you prepare for the **Microsoft Word (Microsoft Office 365 Apps and Office 2019): Exam MO-100** and **Microsoft Word Expert (Microsoft Office 365 and Office 2019): Exam MO-101** certification exams.

Microsoft Office Specialist is an internationally recognised qualification available in more than 160 countries around the world. Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

CONTACT DETAILS

Further enquiries may be directed to:

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