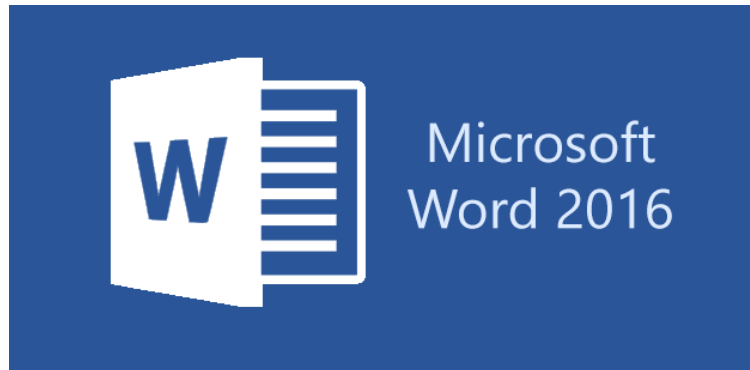


Microsoft Word 2016 Level 3



MS Word Course Outline:

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



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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