

## Microsoft Office Word 2016: Part 3 [Exam 77-725 and 77-726]

### Course Specifications

**Course Number:** ELK91-050\_rev1.0

**Course Length:** 1.0 day

### Course Description

**Overview:** Microsoft® Word 2016 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. This course covers Microsoft Office Specialist exam objectives to help students prepare for the Word 2016 Exam and the Word 2016 Expert Exam.

**Course Objective:** In this course, you will implement Google Analytics and perform analysis by using standard reports.

In this course, 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.

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

**Prerequisites:** To ensure success, you should be comfortable in the Windows® 10 environment, and be able to use Windows 10 to manage information on your computer. Specific tasks you should be able to perform include opening and closing applications, navigating basic file structures, and managing files and folders. The following Logical Operations courses would prepare you for this course:

- Microsoft® Office Word 2016: Part 1
- Microsoft® Office Word 2016: Part 2

## Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit or 64-bit processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 25 GB available disk space
- DirectX 10 graphics card and a 1,024 × 576 or higher resolution monitor (1,024 × 768 resolution or higher monitor recommended)
- Keyboard and mouse (or other pointing device)
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

## Software Requirements

- Microsoft® Office Professional Plus 2016
- Microsoft® Windows® 10 Professional or Enterprise

Although it may be possible to deliver course content by using Microsoft Office Word 2016 on a Windows 7/8/8.1 installation, this course was written and tested on Windows 10 Pro. If you plan to teach this course using a different version of Windows, you should key through the course completely to note what will be different before you deliver the course to students.

## Course Content

### 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
- 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

**Appendix A: Microsoft Office Word 2016 Exam 77-725**

**Appendix B: Microsoft Office Word 2016 Expert Exam 77-726**

**Appendix C: Microsoft Word 2016 Common Keyboard Shortcuts**