

Microsoft Office Word 2019/2021 – Part 3

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. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Word Associate (Office 365 and Office 2021): Exam MO-100 and Word Expert (Office 365 and Office 2021): Exam MO-101 certifications

WHO SHOULD ATTEND?

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

COURSE OUTCOMES

Delegates will gain the skills and knowledge 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.

KEY COURSE HIGHLIGHTS

At the end of the course, you will understand;

- Advanced image manipulation tools
- Collaboration features
- Cross-referencing and linking tools
- Entry forms and data collection
- Security features
- Tools to automate document production
- Preparation for Word Associate (Office 365 and Office 2021): Exam MO-100
- Preparation for Word Expert (Office 365 and Office 2021): Exam MO-101 certifications

All our courses are dual-certificate courses. At the end of the training, the delegates will receive two certificates.

1. A GTC end-of-course certificate
2. Continuing Professional Development (CPD) Certificate of completion with earned credits awarded