

# MS WORD 365 2021

## PART 3: ADVANCED

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.

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### MANIPULATING IMAGES

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

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### USING CUSTOM GRAPHIC ELEMENTS

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

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### COLLABORATING ON DOCUMENTS

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

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### ADDING DOCUMENT REFERENCES AND LINKS

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

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### SECURING A DOCUMENT

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

#### USING FORMS TO MANAGE A DOCUMENT

- Create Forms
  - Modify Forms
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#### AUTOMATING REPETITIVE TASKS WITH MACROS

- Automate Tasks by Using Macros
- Create a Macro