Word 365 Level 3 : Word 365 Level 3

Edit images with advanced image tools, collaborate with others, create cross-references, create forms, secure your documents, and create macros to save time and improve accuracy.

Course Outcomes

Upon successful completion of this course, you will be able 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.
Create macros to automate tasks