



Course Title: Microsoft Word 2007- Advanced

Duration: 9 hours

Course Outline:

Mail merge

Topic A: Form letters

A-1: Inserting a field

A-2: Modifying a date field

A-3: Specifying a starting document and recipient list

A-4: Customizing a form letter

A-5: Merging recipient list data with a form letter

Topic B: Data sources for the recipient list

B-6: Creating and using a recipient list

B-7: Sorting records

B-8: Filtering records

Topic C: Mailing labels and envelopes

C-9: Preparing mailing labels

C-10: Printing mailing labels

C-11: Creating envelope documents from a recipient list

Objects and backgrounds

Topic D: Objects

D-12: Inserting an Excel object

D-13: Inserting a linked object from a file

D-14: Inserting a chart based on Excel data

Topic E: Document backgrounds

E-15: Adding background colors, fill effects, and borders

E-16: Adding a watermark

E-17: Applying themes

E-18: Protecting a theme

E-19: Setting a default theme

Forms

Topic F: Form fields

F-20: Entering data in a form

F-21: Adding field labels

F-22: Adding text content controls

F-23: Adding a drop-down list to a form

F-24: Adding a date control

Topic G: Form protection

G-25: Protecting a form

G-26: Removing protection

G-27: Setting permissions for a user

Topic H: Sharing and securing documents

H-28: Using the Compatibility Checker

H-29: Using the Document Inspector

H-30: Publishing a file as an XPS document

H-31: Discussing digital signatures

Macros

Topic I: Recording and running macros

I-32: Recording a macro

I-33: Viewing a macro script

I-34: Running a macro

Topic J: Modifying and deleting macros

J-35: Modifying a macro

J-36: Copying a macro

J-37: Deleting a macro

Toolbar and keyboard customization

Topic K: Customizing the Quick Access toolbar

K-38: Adding buttons to the Quick Access toolbar

K-39: Customizing the Quick Access toolbar display

K-40: Adding a macro to the Quick Access toolbar

K-41: Resetting the Quick Access toolbar

Topic L: Customizing keyboard shortcuts

L-42: Adding keyboard shortcuts

L-43: Resetting keyboard shortcuts

Long documents

Topic M: Master documents

M-44: Inserting subdocuments

M-45: Working in Master Document view

M-46: Deleting a subdocument

M-47: Adding a cover page

Topic N: Tables of contents and figures

N-48: Creating and modifying a table of contents

N-49: Adding text to a table of contents

N-50: Adding captions

N-51: Inserting and updating a table of figures

Topic O: Indexes, bibliographies, and other references

O-52: Creating main index entries and subentries

O-53: Generating an index

O-54: Inserting a citation

O-55: Adding and modifying a bibliography

O-56: Creating and updating a table of authorities

O-57: Using footnotes

Topic P: Bookmarks and cross-references

P-58: Creating bookmarks

P-59: Navigating to bookmarks in a document

P-60: Deleting a bookmark

P-61: Creating a cross-reference

Topic Q: Web frames

Q-62: Creating a frames page

Q-63: Modifying frames

XML features

Topic R: Working with XML

R-64: Viewing an XML document

R-65: Attaching an XML schema to a Word document

R-66: Applying XML tags to content

R-67: Modifying XML options

R-68: Testing the schema validation

R-69: Discussing transforms and style sheets