

Microsoft Office Word 2007: Advanced

- **Course Length:** 1 Day

Course Overview

This course builds on the skills and concepts taught in Word 2007: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the Quick Access toolbar and keyboard shortcuts, and work with XML documents.

For comprehensive certification training, students should complete Word 2007: Basic, Intermediate, and Advanced..

Course Overview

Course Introduction

4m

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Unit 01 - Mail Merge

39m

Topic A: Form Letters

Form Letter with Merge Fields

Demo - A-1: Inserting a Field

Demo - A-2: Modifying a Date Field

Demo - A-3: Specifying a Starting Document and Recipient List

Write & Insert Fields Group

Insert Address Block Dialog Box

Demo - A-4: Customizing a Form Letter

Previewing the Letters

Demo - A-5: Merging Recipient List Data with a Form Letter

Topic B: Data Sources for the Recipient List

Creating a Recipient List

Demo - B-1: Creating and Using a Recipient List

Mail Merge Recipients Dialog Box

Sorting Records

Demo - B-2: Sorting Records

Filtering Records

Demo - B-3: Filtering Records

Topic C: Mailing Labels and Envelopes

Label Options Dialog Box

Demo - C-1: Preparing Mailing Labels

Printing Mailing Labels

Demo - C-2: Printing Mailing Labels
Demo - C-3: Creating Envelope Documents from a Recipient List
Unit 01 Review

Unit 02 - Objects and Backgrounds

27m

Topic A: Objects

The Object Dialog Box
Demo - A-1: Inserting an Excel Object
Demo - A-2: Inserting a Linked Object from a File
Demo - A-3: Inserting a Chart Based on Excel Data

Topic B: Document Backgrounds

The Fill Effects Dialog Box
Demo - B-1: Adding Background Colors, Fill Effects, and Borders
Adding a Text Watermark
Demo - B-2: Adding a Watermark
Applying a Theme
Demo - B-3: Applying Themes
Demo - B-4: Protecting a Theme
Demo - B-5: Setting a Default Theme
Unit 02 Review

Unit 03 – Forms

36m

Topic A: Form Fields

Types of Forms
A Sample Form
Demo - A-1: Entering Data in a Form
Demo - A-2: Adding Field Labels
The Controls Group
Demo - A-3: Adding Text Content Controls
Demo - A-4: Adding a Drop-Down List to a Form
Demo - A-5: Adding a Date Control

Topic B: Form Protection

Document Protection
Demo - B-1: Protecting a Form
Unprotecting Forms
Demo - B-2: Removing Protection
The Add Users Dialog Box
Demo - B-3: Setting Permissions for a User

Topic C: Sharing and Securing Documents

Demo - C-1: Using the Compatibility Checker
Demo - C-2: Using the Document Inspector
Demo - C-3: Publishing a File as an XPS Document
Digital Signatures
Unit 03 Review

Unit 04 – Macros

18m

Topic A: Recording and Running Macros

The Record Macro Dialog Box

Demo - A-1: Recording a Macro

Microsoft Visual Basic Editor

The Macros Dialog Box

Demo - A-2: Viewing a Macro Script

Demo - A-3: Running a Macro

Topic B: Modifying and Deleting Macros

Editing Macros

Demo - B-1: Modifying a Macro

The Organizer Dialog Box

Demo - B-2: Copying a Macro

Deleting a Macro

Demo - B-3: Deleting a Macro

Unit 04 Review

Unit 05 - Toolbar and Keyboard Customization

16m

Topic A: Customizing the Quick Access Toolbar

Adding Buttons to the Toolbar

Demo - A-1: Adding Buttons to the Quick Access Toolbar

Rearranging Toolbar Buttons

Demo - A-2: Customizing the Quick Access Toolbar Display

Adding Macros to the Toolbar

Demo - A-3: Adding a Macro to the Quick Access Toolbar

Removing Toolbar Buttons

Demo - A-4: Resetting the Quick Access Toolbar

Topic B: Customizing Keyboard Shortcuts

Customizing the Keyboard

Demo - B-1: Adding Keyboard Shortcuts

Resetting the Toolbar

Demo - B-2: Resetting Keyboard Shortcuts

Unit 05 Review

Unit 06 - Long Documents

1h 5m

Topic A: Master Documents

Inserting Subdocuments

The Outlining Tab

Demo - A-1: Inserting Subdocuments

Master Document View

Collapsed Subdocuments

Demo - A-2: Working in Master Document View

Deleting a Subdocument

The Subdocument Icon

Demo - A-3: Deleting a Subdocument

Adding a Cover Page

Demo - A-4: Adding a Cover Page

Topic B: Tables of Contents and Figures

Updating the Table of Contents

Demo - B-1: Creating and Modifying a Table of Contents

Demo - B-2: Creating, Modifying, Updating a Table of Contents

Adding a Caption

Demo - B-3: Adding Captions

Updating a Table of Figures

Demo - B-4: Inserting and Updating a Table of Figures

Topic C: Indexes, Bibliographies, and other References

Mark Index Entry Dialog Box

Demo - C-1: Creating Main Index Entries and Subentries

Generating an Index

Demo - C-2: Generating an Index

Generating a Bibliography

Demo - C-3: Inserting a Citation

Demo - C-4: Adding and Modifying a Bibliography

Demo - C-5: Creating and Updating a Table of Authorities

Deleting Footnotes

Demo - C-6: Using Footnotes

Topic D: Bookmarks and Cross-references

The Bookmark Dialog Box

Demo - D-1: Creating Bookmarks

Navigating to Bookmarks

Demo - D-2: Navigating to Bookmarks in a Document

Deleting Bookmarks

Demo - D-3: Deleting a Bookmark

Cross-reference Dialog Box

Demo - D-4: Creating a Cross-Reference

Topic E: Web Frames

Frame Properties Dialog Box

Demo - E-1: Creating a Frames Page

Demo - E-2: Modifying Frames

Unit 06 Review

Unit 07 - XML Features

23m

Topic A: Working with XML

An XML Document with Tags

Demo - A-1: Viewing an XML Document

A Sample XSD File

Attaching an XML Schema

Deleting an Attached Schema
Demo - A-2: Attaching an XML Schema to a Word Document
Demo - A-3: Applying XML Tags to Content
The XML Options Dialog Box
Demo - A-4: Modifying XML Options
Schema Validation Errors
Demo - A-5: Testing the Schema Validation
XML Without Transform
XML With Transform
Transforms and Style Sheets
Unit 07 Review
Course Closure

Total Duration: 3h 47m