

WORD 2007 ADVANCED

Advanced editing and formatting techniques

- controlling page breaks in a document, sorting lists and tables
- creating new paragraph and character styles
- creating new list and table styles, adding a watermark to a document
- summarizing document content

Working with tables

- producing calculations in a Word table
- merging and splitting table cells/entering vertical text into a table cell
- creating a table by linking or embedding a Microsoft Office Excel worksheet

Working with pictures and charts

- modifying a picture, wrapping text around a picture
- creating a chart by importing Microsoft Office Excel data

Working with multiple-page documents

- creating a table of contents, creating an index
- navigating through a multiple-page document,
- creating footnotes and endnotes, creating cross-references
- creating a table of figures, creating a table of authorities

Performing mail merge

- the mail merge feature, initiating a mail merge,
- creating a data source, creating a main document
- merging a main document and a data source
- printing mailing labels, using an external data source

Creating a Word form

- Word forms, creating a form template
- adding form fields to a form, protecting a form

Creating web pages

- creating a web page in Word, adding a background to a web page
- applying a theme to a web page

Customizing Word

- modifying the display of tracked changes, creating a custom dictionary
- resetting the default storage location for templates
- resetting the default font

Using Macros

- what is a macro?, recording a macro
- running a macro, saving a macro
- displaying and editing macro instructions
- adding macros to the QuickAccess toolbar, reviewing macro security options

Additional Advanced Word features

- attaching a digital signature to a document
- password-protecting a document
- setting formatting and editing restrictions in a document
- working with a master document and subdocuments
- additional master document/subdocument operations
- finalizing a document

Final case study