

Word 2007: Advanced

(Course Number: OFFT-3727)

Topic-Level Outline

Prerequisites: *Word 2007: Intermediate* or equivalent experience

Participants 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.

Mail merge

Form letters

Data sources for the recipient list

Mailing labels and envelopes

Objects and backgrounds

Objects

Document backgrounds

Forms

Form fields

Form protection

Sharing and securing documents

Macros

Recording and running macros

Modifying and deleting macros

Toolbar and keyboard customization

Customizing the Quick Access toolbar

Customizing keyboard shortcuts

Long documents

Master documents

Tables of contents and figures

Indexes, bibliographies, and other references

Bookmarks and cross-references

Web frames

XML features

Working with XML