

Microsoft®

Word 2007 Course Outline

Advanced Level
1 Day Course



REFERENCES OPTIONS

- Creating a table of contents
- Updating a table of contents
- Using Bookmarks
- Footnotes and endnotes
- Working with captions

OBJECT LINKING AND EMBEDDING (OLE)

- Linking and embedding objects
- Embedding an excel chart
- Formatting an embedded worksheet
- Linking charts
- Linking presentations

SECURITY

- How to password protect documents
- Setting different levels of password protection
- Setting read only files
- Tracking changes

FORM FIELD CODES

- Inserting and updating field codes
- Editing and deleting fields
- Locking and unlocking fields
- Displaying codes and converting to text

FILL-IN FORMS

- Creating working interactive forms
- Editing and formatting forms
- Deleting fields
- Setting protection

MACROS

- Understanding macros
- Recording macros
- Assigning macros to buttons
- Creating macro shortcuts
- Deleting macros

CONDITIONAL MAIL MERGE

- Using conditional mail merge

WEB PAGES AND HYPERLINKS

- Microsoft Word and the Internet
- Saving documents as web pages
- Previewing a web formatted page
- Saving a web page from the internet
- Creating and removing hyperlinks

THEMES

- How to use themes
- Changing the document style using themes

MASTER DOCUMENTS

- Creating a master document
- Editing and removing subdocuments