

COURSE OUTLINE

MICROSOFT WORD 2007

ADVANCED

(Duration: 1 Day)

Course Objectives

This course covers the advanced features of Word, including Mail Merge and mailing labels, sorting data in tables, using formulas in tables, and working with lists, macros, and forms. The protection of documents is also addressed. In addition, the course covers long documents and the features that are especially relevant to them, including tables of content and authorities, indexes, bookmarks, captions, footnotes and endnotes, master documents and the creation of citations and a bibliography. The customisation of Word preferences is also included.

Prerequisites

Word 2007, Introduction & Intermediate.

Course Outline

Using Mail Merge

- Working with Mail Merge
- Starting Mail Merge
- Using the Mail Merge Wizard
- Identifying the Main Document
- Creating a Recipient List
- Customising Columns in a Recipient List
- Rearranging Columns in a Recipient List
- Saving a Recipient List
- Entering Records into a Recipient List
- Sorting Records to be Merged
- Highlighting Merge Fields
- Inserting Merge Fields into a Document
- Previewing Merged Data
- Merging to a New Document
- Merging to the Printer
- Sending Email Messages

Merging Mailing Labels, Directories

- Using Mailing Labels
- Creating Mailing Labels
- Selecting Label Options
- Attaching a Data Source
- Inserting Label Merge Fields
- Merging Labels to a New Document
- Creating a Directory

- Merging with an Alternate Data Source

Working with Lists

- Customising Numbered/Bulleted Lists
- Bulleting/Numbering a Multilevel List
- Creating a New List Style
- Sorting a List Alphabetically

Using Macros

- Displaying the Developer Tab
- Recording a Macro
- Running a Macro
- Editing a Macro
- Adding a Macro to the Toolbar
- Organising Macro Projects
- Deleting a Macro

Protecting a Document

- Opening the Protect Document Task Pane
- Restricting Document Formatting
- Restricting Document Editing
- Creating Restriction Exceptions

Using Forms

- Creating a Form
- Saving a Form as a Template
- Setting Properties for Controls

LARMERBROWN

- Handling Legacy Tools and ActiveX Controls
- Protecting a Form
- Inputting Data into a Form
- Deleting a Form Template
- Printing a Form

Creating a Table of Contents

- Removing a Table of Contents
- Using Custom Styles
- Viewing the TOC Field Code
- Updating a Table of Contents
- Inserting TC Field Codes
- Using TC Fields
- Using Outline Levels

Creating an Index

- Using an Index
- Creating Main Index Entries
- Creating Index Subentries
- Typing Index Entries
- Cross-referencing Index Entries
- Generating an Index
- Viewing the INDEX field Code
- Updating an Index

Creating Captions

- Inserting a Caption
- Inserting Table of Figures
- Updating a Table of Figures
- Cross-referencing

Using Bookmarks

- Working with Bookmarks
- Creating Bookmarks

- Viewing Bookmarks
- Going to a Bookmark
- Cross-referencing to a Bookmark
- Deleting a Bookmark

Using Footnotes and Endnotes

- Using Notes
- Inserting Notes
- Setting Note Options
- Viewing Notes
- Browsing Notes
- Moving and Copying Notes
- Deleting a Note

Creating a Master Document

- Using a Master Document
- Inserting Subdocuments
- Collapsing/Expanding Subdocuments
- Unlinking Subdocuments
- Splitting and Merging Subdocuments
- Locking Subdocuments
- Opening Subdocuments

Customising Word Preferences

- Changing the Default Font Attributes
- Changing the Default Page Settings
- Setting Word Options
- Modifying Default File Locations
- Customising Quick Access Toolbar

For further information

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