

Word 2007:

Advanced

Topic-Level Outline

Days: 1

Prerequisites: Word 2007: Intermediate or equivalent experience

Unit 1: Mail merge

Topic A: Form letters

- A-1: Inserting a field
- A-2: Modifying a date field
- A-3: Specifying a starting document and recipient list
- A-4: Customizing a form letter
- A-5: Merging recipient list data with a form letter

Topic B: Data sources for the recipient list

- B-1: Creating and using a recipient list
- B-2: Sorting records
- B-3: Filtering records

Topic C: Mailing labels and envelopes

- C-1: Preparing mailing labels
- C-2: Printing mailing labels
- C-3: Creating envelope documents from a recipient list

Unit 2: Objects and backgrounds

Topic A: Objects

- A-1: Inserting an Excel object
- A-2: Inserting a linked object from a file
- A-3: Inserting a chart based on Excel data

## Topic B: Document backgrounds

- B-1: Adding background colors, fill effects, and borders
- B-2: Adding a watermark
- B-3: Applying themes
- B-4: Protecting a theme
- B-5: Setting a default theme

## Unit 3: Forms

### Topic A: Form fields

- A-1: Entering data in a form
- A-2: Adding field labels
- A-3: Adding text content controls
- A-4: Adding a drop-down list to a form
- A-5: Adding a date control

### Topic B: Form protection

- B-1: Protecting a form
- B-2: Removing protection
- B-3: Setting permissions for a user

### Topic C: Sharing and securing documents

- C-1: Using the Compatibility Checker
- C-2: Using the Document Inspector
- C-3: Publishing a file as an XPS document
- C-4: Discussing digital signatures

## Unit 4: Macros

### Topic A: Recording and running macros

- A-1: Recording a macro

A-2: Viewing a macro script

A-3: Running a macro

Topic B: Modifying and deleting macros

B-1: Modifying a macro

B-2: Copying a macro

B-3: Deleting a macro

Unit 5: Toolbar and keyboard customization

Topic A: Customizing the Quick Access toolbar

A-1: Adding buttons to the Quick Access toolbar

A-2: Customizing the Quick Access toolbar display

A-3: Adding a macro to the Quick Access toolbar

A-4: Resetting the Quick Access toolbar

Topic B: Customizing keyboard shortcuts

B-1: Adding keyboard shortcuts

B-2: Resetting keyboard shortcuts

Unit 6: Long documents

Topic A: Master documents

A-1: Inserting subdocuments

A-2: Working in Master Document view

A-3: Deleting a subdocument

A-4: Adding a cover page

Topic B: Tables of contents and figures

B-1: Creating and modifying a table of contents

B-2: Adding text to a table of contents

B-3: Adding captions

B-4: Inserting and updating a table of figures

Topic C: Indexes, bibliographies, and other references

C-1: Creating main index entries and subentries

C-2: Generating an index

C-3: Inserting a citation

C-4: Adding and modifying a bibliography

C-5: Creating and updating a table of authorities

C-6: Using footnotes

Topic D: Bookmarks and cross-references

D-1: Creating bookmarks

D-2: Navigating to bookmarks in a document

D-3: Deleting a bookmark

D-4: Creating a cross-reference

Topic E: Web frames

E-1: Creating a frames page

E-2: Modifying frames

Unit 7: XML features

Topic A: Working with XML

A-1: Viewing an XML document

A-2: Attaching an XML schema to a Word document

A-3: Applying XML tags to content

A-4: Modifying XML options

A-5: Testing the schema validation

A-6: Discussing transforms and style sheets