

Microsoft ®

Word 2007

Course Outline

Advanced Level

FIELD CODES & FILL-IN FORMS

- Inserting a field code
- Updating fields
- Editing and deleting fields
- Locking or unlocking fields
- Displaying field codes
- Converting fields to text

FORMS

- What are fill-in forms?
- Creating and editing a form
- Editing and formatting fill-in form fields
- Deleting fields within a fill-in form
- Protecting a fill-in form

LINKING AND EMBEDDING

- Linking and embedding objects
- Embedding an Excel chart
- Formatting an embedded worksheet within a document
- Editing an embedded object
- Linking an Excel chart to a Word document.
- Using the 'Insert Chart' command

REFERENCES OPTIONS

- Creating a Table of Contents
- Updating and modifying an existing Table of Contents
- Adding a bookmark
- Deleting a bookmark
- Going to a bookmark
- Cross-references
- Creating or editing an index
- Creating Footnotes
- Formatting Footnotes
- Deleting Footnotes
- Creating Endnotes
- Formatting Endnotes
- Deleting Endnotes
- Adding or updating a caption to an image, table or worksheet

COLLABORATIVE EDITING AND SECURITY

- To password protect documents
- Inserting comments
- Checking documents for sensitive 'hidden' information
- Tracking changes within a document

MASTER DOCUMENTS

- Creating a Master Document
- Inserting a table of contents into a master document
- Editing subdocuments
- Removing subdocuments

CONDITIONAL MAIL MERGING

- Using conditional mail merging

MACROS

- What are macros?
- Recording a macro
- Assigning a macro to a button

WEB PAGES AND HYPERLINKS

- Microsoft Word and the Internet
- Save a document as a Web page
- Previewing a Web formatted page
- Saving a Web page from the Internet
- Saving documents from a Web page
- Creating Internet Hyperlinks
- Editing Internet Hyperlinks
- Removing a hyperlink

THEMES

- Using Themes