

Word 2007 - Advanced	
Overview	Students will learn further concepts and skills for using Word 2007.
Pre-requisite	<p>Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC), Windows 2000 / XP / Vista or equivalent knowledge.</p> <p>Word 2007: Intermediate or equivalent experience</p>
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	<p>Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> • Use the Mailings tab tools to create form letters, specify a recipient list, work with records, and create mailing-label and envelope documents. • Insert and modify new objects and objects from files, and customize a document's appearance by applying background colours, fill effects, watermarks, and themes. • Create and protect forms, use the Compatibility Checker and the Document Inspector. • Automate tasks by recording and running macros. • Customize the Quick Access toolbar by adding, arranging, and removing buttons, and customize keyboard shortcuts. • Create a master document that includes a table of contents, a cover page, an index, a bibliography, a footnote and bookmarks.

Topics covered in the comprehensive manual

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