

<b>Word 2007 - Advanced</b>	
<b>Overview</b>	Students will learn further concepts and skills for using Word 2007.
<b>Pre-requisite</b>	<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>
<b>Delivery Method</b>	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
<b>Performance based objectives</b>	<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"> <li>• Use the Mailings tab tools to create form letters, specify a recipient list, work with records, and create mailing-label and envelope documents.</li> <li>• Insert and modify new objects and objects from files, and customize a document's appearance by applying background colours, fill effects, watermarks, and themes.</li> <li>• Create and protect forms, use the Compatibility Checker and the Document Inspector.</li> <li>• Automate tasks by recording and running macros.</li> <li>• Customize the Quick Access toolbar by adding, arranging, and removing buttons, and customize keyboard shortcuts.</li> <li>• Create a master document that includes a table of contents, a cover page, an index, a bibliography, a footnote and bookmarks.</li> </ul>

## 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