

Word 2007: Advanced

1 day

Description

This ILT Series course builds on the skills and concepts taught in Word 2007: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the Quick Access toolbar and keyboard shortcuts, and work with XML documents.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Word 2007 exam (77-601). For comprehensive certification training, students should complete Word 2007: Basic, Intermediate, and Advanced.

Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*
- *Word 2007: Basic*
- *Word 2007: Advanced*

Course Outline

Unit 1: Mail merge

Topic A: Form letters
Topic B: Data sources for the recipient list
Topic C: Mailing labels and envelopes

Unit 2: Objects and backgrounds

Topic A: Objects
Topic B: Document backgrounds

Unit 3: Forms

Topic A: Form fields
Topic B: Form protection
Topic C: Sharing and securing documents

Unit 4: Macros

Topic A: Recording and running macros
Topic B: Modifying and deleting macros

Unit 5: Toolbar and keyboard customization

Topic A: Customizing the Quick Access toolbar
Topic B: Customizing keyboard shortcuts

Unit 6: Long documents

Topic A: Master documents
Topic B: Tables of contents and figures
Topic C: Indexes, bibliographies, and other references
Topic D: Bookmarks and cross-references
Topic E: Web frames

Unit 7: XML features

Topic A: Working with XML