

# SOFTWARE TRAINING CENTER

## Word 2007 Advanced

**Duration:** 1 Day

**Course Overview:** This course was designed for the experienced Word user who wants to use Word 2007 to create and manage longer, more complex documents, utilize Word's collaboration tools, or integrate text and data between Word and other Microsoft Office programs. You will also learn how to secure a Word 2007 document and how to create a Form using Form Fields and Form Automation.

**Who Should Attend:** This course will benefit Word 2007 users who deal with larger and more complex documents or regularly work with others in the document creation and modification process.

**Prerequisites:** Before starting this course, students are recommended to take the Word 2007 Introduction and Intermediate courses or have the equivalent skills and knowledge.

**Course Objectives** Upon successful completion of this course, students will be able to:

- collaborate on documents.
- manage document versions.
- add reference marks and notes.
- simplify the use of long documents.
- record and edit a Macro
- insert WordArt, SmartArt and Charts
- use Word with other programs.
- create and distribute forms.

### Course Outline:

#### Using Document Collaboration Tools

Tracking Revisions  
Accepting and Rejecting Revisions  
Using Comments  
Comparing and Combining Documents  
Password Protecting a Document  
Preparing Documents for Publishing  
Publishing to a Document Workspace

#### Outlines, Long Documents, and References

Creating a Document in Outline View  
Numbering an Outline  
Working with Master Documents  
Using Bookmarks and Cross-references  
Creating a Table of Contents  
Working with Picture Captions  
Creating an Index, Footnotes and Endnotes  
Using Citations and Bibliographies

#### Advanced Topics

Customizing the Quick Access Toolbar  
Using and Customizing AutoCorrect  
Changing Word's Default Options  
Recovering Your Documents  
Saving a Document as PDF or XPS  
Adding a Digital Signature to a Document  
Recording a Macro  
Playing and Deleting a Macro  
Editing a Macro's Visual Basic Code

#### WordArt, SmartArt, and Charts

Inserting and Formatting WordArt  
Working with SmartArt Elements  
Formatting SmartArt  
Inserting and Formatting a Chart  
Working with Labels  
Formatting Chart Elements  
Changing Chart Type

#### Collaborating with Other Programs

About Objects  
Collaborating with Excel  
Collaborating with PowerPoint  
Modifying an Object  
Inserting Text from another File  
Converting Documents

#### Working with Web Pages

Saving a Document as a Web Page  
Modifying and Viewing a Web Page  
Using Hyperlinks  
Specifying Web Options  
Working with Blog Posts

#### Appendix A: Working with Forms

Creating a New Form  
Adding Content Controls  
Assigning Help to Form Content Controls  
Preparing the Form for Distribution  
Filling Out a Form