

Word® 2007: Advanced

Course length: 1 day

Course Description: You know to use Microsoft® Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.

Course Objective: You will create, manage, revise, and distribute long documents.

Target Student: This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents. In addition, it will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft® Word 2007.

Prerequisites: Word 2007 - Intermediate

Performance-Based Objectives: Upon successful completion of this course, students will be able to:

- ◆ use Word 2007 with other programs.
- ◆ collaborate on documents.
- ◆ manage document versions.
- ◆ add reference marks and notes.
- ◆ make long documents easier to use.
- ◆ secure a document.

Course Content

Lesson 1: Using Word 2007 with Other Programs

Link to an Excel Worksheet
Link a chart to Excel Data
Send a Document Outline to PowerPoint
Extract text from a Fax
Send a document as an Email message

Lesson 2: Collaborating on Documents

Modify User Information
Send a Document for Review
Review a Document
Compare Document Changes
Merge Document Changes
Review Track Changes and Comments

Lesson 3: Managing Document Versions

Create a New Version of a Document
Compare Document Versions
Merge Document Versions

Lesson 4: Adding Reference Marks and Notes

Insert Bookmarks
Insert Footnotes and Endnotes

Add Captions
Add Hyperlinks
Add Cross-References
Add Citations and a Bibliography

Lesson 5: Making Long Documents Easier to Use

Insert Blank and Cover Pages
Insert an Index
Insert Table of Figures
Insert Table of Authorities
Insert Table of Contents
Create a Master Document
Automatically Summarize a Document

Lesson 6: Securing a Document

Update a Document's Properties
Hide Text
Remove Personal Information from a Document
Set Formatting and Editing Restrictions
Add a Digital Signature to a Document
Restrict Document Access
Set a Password for a Document
Modify Building Blocks

If you have any questions about this course, please call CompuTrain at (713) 349-9186.

Insert Fields Using Quick Parts

Appendix A: Creating Forms

Add Form Fields to a Document
Protect a Form
Save a Form Data as Plain Text
Automate a Form

Appendix B: Using XML in Word

Tag an Existing Document
Transform an XML Document