

## Word 2007: Advanced

1 Day

### Prerequisites

- MS Word 2007 Intermediate or commensurate knowledge and experience

### Objectives

Per the specified learning objects identified in the outline

#### Section 1: Advanced Topics

##### **Lesson 1.1: Modifying Basic Word Options**

- Opening the Options Dialogue
- Using the Options Dialogue
- Changing Your User Name
- Changing Word's Color Scheme

##### **Lesson 1.2: Modifying Advanced Word Options**

- Controlling Display Options
- Setting Spelling Options
- Setting AutoRecover Options
- Customizing the Recent Documents List
- Controlling Paste Options

##### **Lesson 1.3: Information Rights Management**

- System Requirements
- Installing Information Rights Management Client Software
- Using Information Rights Management
- Viewing a Document Protected by Information Rights Management

##### **Lesson 1.4: Word and Windows**

- Starting Word on Windows Boot
- Using Office Diagnostics
- Checking for Office Updates

#### Section 2: Creating Forms and Using Macros

##### **Lesson 2.1: Creating Forms**

- Using the Developer Ribbon
- Creating a Form
- Inserting Controls
- Modifying Control Properties

##### **Lesson 2.2: Finishing Forms**

- Grouping Controls
- Protecting a Form
- Testing a Form
- Distributing a Form

##### **Lesson 2.3: Advanced Forms Tasks**

- Using Legacy Controls
- Using ActiveX Controls
- Assigning Help to a Form Field
- Using Multiple Sections

##### **Lesson 2.4: Macros**

- Setting Macro Security
- Recording a Macro
- Running a Macro
- Editing a Macro's Code Using the Visual Basic Editor

##### **Lesson 2.5: Advanced Macro Tasks**

- Copying a Macro from a Template
- Assigning a Macro to a Keystroke
- Assigning a Macro to a Quick Access Toolbar Button
- About Macro Names

#### Section 3: Managing Documents

##### **Lesson 3.1: Using Comments**

- Getting Ready
- Inserting Comments
- Editing Comments
- Navigating Through Comments
- Deleting Comments

## Word 2007: Advanced, continued

### **Lesson 3.2: Tracking Changes**

- Tracking Changes
- Reviewing Changes
- Using the Reviewing Pane
- Changing the Changes that You See
- Setting Options for Tracking Changes
- Finishing Your Document

### **Lesson 3.3: Working with Multiple Versions of Documents**

- Comparing Documents
- Combining Documents
- Showing the Source Documents
- Protecting Documents

### **Lesson 3.4: Creating an Outline**

- Using Outline View
- Using the Outlining Ribbon
- Creating an Outline
- Expanding and Collapsing Headings
- Promoting and Demoting Headings
- Moving Headings

## **Section 4: Working with References**

### **Lesson 4.1: Creating a Table of Contents**

- The ABCs of TOC's
- Marking Text Using Heading Styles
- Marking Text Using Outline Levels
- Marking Text Using the References Ribbon
- Inserting a Table of Contents
- Updating a Table of Contents

### **Lesson 4.2: Creating References within a Document**

- Adding Footnotes and Endnotes to a Document
- Navigating and Editing Footnotes and Endnotes
- Using Bookmarks
- Using Cross-References

### **Lesson 4.3: Creating a Bibliography**

- Inserting Citations
- Managing Sources
- Choosing a Style
- Inserting a Bibliography
- Updating a Bibliography

### **Lesson 4.4: Creating Other Reference Pages**

- Marking Index Entries
- Creating and Updating an Index
- Creating and Updating a Table of Figures
- Creating and Updating a Table of Authorities

### **Lesson 4.5: Creating References to Other Documents**

- Linking to Another Document
- Creating and Working with a Master Document
- Creating and Working with Sub-Documents
- Other Master and Subdocument Tasks

## **Section 5: Expert Topics**

### **Lesson 5.1: Working with SharePoint Server**

- What is SharePoint?
- System Requirements
- Creating a Workspace
- Accessing a Workspace
- Publishing to a Workspace

### **Lesson 5.2: Publishing to Other Places**

- Publishing to Document Management Servers
- Creating a Blog Post
- Using Blogging Tools
- Publishing a Blog

### **Lesson 5.3: Working with XML**

- An XML Primer
- About the New XML File Type
- Opening the XML Structure Task Pane
- Applying an XML Schema to a Document
- The Power of XML
- Using the Schema Library
- Creating a Custom Smart Tag