

Word 2007: Advanced

1 Day

Table of Contents

Unit 1: Advanced Topics

Lesson 1: Modifying Basic Word Options

Topic A: Opening the Options Dialogue

Topic B: Using the Options Dialogue

Topic C: Changing Your User Name

Topic D: Changing Word's Color Scheme

Lesson 2: Modifying Advanced Word Options

Topic A: Controlling Display Options

Topic B: Setting Spelling Options

Topic C: Setting AutoRecover Options

Topic D: Customizing the Recent Documents

List

Topic E: Controlling Paste Options

Lesson 3: Information Rights Management

Topic A: System Requirements

Topic B: Installing Information Rights

Management Client Software

Topic C: Using Information Rights

Management

Topic D: Viewing a Document Protected by
Information Rights Management

Lesson 4: Word and Windows

Topic A: Starting Word on Windows Boot

Topic B: Using Office Diagnostics

Topic C: Checking for Office Updates

Unit 2: Creating Forms and Using Macros

Lesson 1: Creating Forms

Topic A: Using the Developer Ribbon

Topic B: Creating a Form

Topic C: Inserting Controls

Topic D: Modifying Control Properties

Lesson 2: Finishing Forms

Topic A: Grouping Controls

Topic B: Protecting a Form

Topic C: Testing a Form

Topic D: Distributing a Form

Lesson 3: Advanced Forms Tasks

Topic A: Using Legacy Controls

Topic B: Using ActiveX Controls

Topic C: Assigning Help to a Form Field

Topic D: Using Multiple Sections

Lesson 4: Macros

Topic A: Setting Macro Security

Topic B: Recording a Macro

Topic C: Running a Macro

Topic D: Editing a Macro's Code Using the
Visual Basic Editor

Lesson 5: Advanced Macro Tasks

Topic A: Copying a Macro from a Template

Topic B: Assigning a Macro to a Keystroke

Topic C: Assigning a Macro to a Quick
Access Toolbar Button

Topic D: About Macro Names

Unit 3: Managing Documents

Lesson 1: Using Comments

Topic A: Getting Ready

Topic B: Inserting Comments

Topic C: Editing Comments

Topic D: Navigating Through Comments

Deleting Comments

Lesson 2: Tracking Changes

- Topic A: Tracking Changes
- Topic B: Reviewing Changes
- Topic C: Using the Reviewing Pane
- Topic D: Changing the Changes that You See
- Topic E: Setting Options for Tracking Changes
- Topic F: Finishing Your Document

Lesson 3: Working with Multiple Versions of Documents

- Topic A: Comparing Documents
- Topic B: Combining Documents
- Topic C: Showing the Source Documents
- Topic D: Protecting Documents

Lesson 4: Creating an Outline

- Topic A: Using Outline View
- Topic B: Using the Outlining Ribbon
- Topic C: Creating an Outline
- Topic D: Expanding and Collapsing Headings
- Topic E: Promoting and Demoting Headings
- Topic F: Moving Headings

Unit 4: Working with References

Lesson 1: Creating a Table of Contents

- Topic A: The ABCs of TOC's
- Topic B: Marking Text Using Heading Styles
- Topic C: Marking Text Using Outline Levels
- Topic D: Marking Text Using the References Ribbon
- Topic E: Inserting a Table of Contents
- Topic F: Updating a Table of Contents

Lesson 2: Creating References within a Document

- Topic A: Adding Footnotes and Endnotes to a Document
- Topic B: Navigating and Editing Footnotes and Endnotes
- Topic C: Using Bookmarks
- Topic D: Using Cross-References

Lesson 3: Creating a Bibliography

- Topic A: Inserting Citations
- Topic B: Managing Sources
- Topic C: Choosing a Style
- Topic D: Inserting a Bibliography
- Topic E: Updating a Bibliography

Lesson 4: Creating Other Reference Pages

- Topic A: Marking Index Entries
- Topic B: Creating and Updating an Index
- Topic C: Creating and Updating a Table of Figures
- Topic D: Creating and Updating a Table of Authorities

Lesson 5: Creating References to Other Documents

- Topic A: Linking to Another Document
- Topic B: Creating and Working with a Master Document
- Topic C: Creating and Working with Sub-Documents
- Topic D: Other Master and Subdocument Tasks

Unit 5: Expert Topics

Lesson 1: Working with SharePoint Server

- Topic A: What is SharePoint?
- Topic B: System Requirements
- Topic C: Creating a Workspace
- Topic D: Accessing a Workspace
- Topic E: Publishing to a Workspace

Lesson 2: Publishing to Other Places

- Topic A: Publishing to Document Management Servers
- Topic B: Creating a Blog Post
- Topic C: Using Blogging Tools
- Topic D: Publishing a Blog

Lesson 3: Working with XML

- Topic A: An XML Primer
- Topic B: About the New XML File Type
- Topic C: Opening the XML Structure Task Pane
- Topic D: Applying an XML Schema to a Document
- Topic E: The Power of XML
- Topic F: Using the Schema Library
- Topic G: Creating a Custom Smart Tag