

Word 2007 © Advanced



Sutherland Computer Training

Duration: 1 Day

TARGET AUDIENCE

This One-Day Course assumes an understanding of Microsoft Word, which is covered in our Introduction and Intermediate Courses. It is also important to have a general understanding of personal computers and the Windows operating system.

LEARNING OUTCOMES

This course focuses on producing longer documents and includes key aspects such as creating a table of contents, indexing, creating cover pages, and more. It also focuses on document automation through the use of fields, forms, and macros, and deals with document change tracking and protection.

Page Techniques

- Inserting a Cover Page
- Inserting a Blank Cover Page
- Adding and Removing a Watermark
- Creating a Custom Watermark
- Applying Page Colours and Page Borders
- Applying Partial Page Borders

Saving to PDF

- Acquiring the Add-in
- Saving a Document as PDF
- Viewing a PDF

Merging Techniques

- Running an Existing Merge
- Selecting Specific Recipients
- Filtering Recipients for Merging
- Sorting Recipients for Merging
- Merging From another Source
- Setting an IF Rule
- Prompting for Information

SmartArt

- Creating an Organisation Chart
- Typing Text using the Text Pane
- Adding Peers, Subordinates and an Assistant
- Promoting and Demoting
- Switching Right to Left
- Positioning and Resizing SmartArt
- Text Wrapping around SmartArt
- Changing the Layout, Colours and SmartArt Styles
- Deleting a Shape from SmartArt

Building Blocks

- Using the Building Blocks Organiser
- Creating, Using, Editing and Deleting Quick Parts
- Saving Building Blocks
- Creating Template Building Blocks
- AutoText versus Quick Parts

Bookmarks

- Creating and Deleting Bookmarks
- Going to a Bookmark

Indexing

- Understanding Indexing
- Marking Index Entries
- Creating and Using an AutoMark File
- Deleting Unwanted Index Entries
- Creating an Index

Table of Contents

- Using a Built in Table of Contents
- Navigating Using a Table of Contents
- Updating Page Numbers Only
- Updating the Entire Table
- Marking a Paragraph for Inclusion
- Removing a Table of Contents
- Changing the Style of the Table of Contents
- Formatting Text in a Table

Fields

- Understanding Field Codes
- Using Document Information Fields
- Showing and Hiding Field Codes
- Seeing Fields in a Document
- Using Formula Fields
- Converting Fields to Text
- Updating Fields when Printing
- Printing Field Codes
- Locking and Unlocking Fields
- Using Format Switches
- Useful Field Examples

Interactive Fields

- Understanding Interactive Fields
- Using FILLIN
- Typing Fields Directly into a Document
- Activating Interactive Fields
- Inserting ASK
- Using REF to Display Bookmarks
- Activating Fields Automatically

Master Documents

- Understanding Master Documents
- Creating and Working with Master Documents
- Creating and Inserting Subdocuments
- Formatting a Master Document
- Editing Subdocuments
- Building a Table of Contents
- Printing a Master Document
- Why Master Documents are Misunderstood

Protecting Documents

- Making and Working with a Document Read Only
- Restricting Formatting
- Using a Document Restricting Editing
- Making Exceptions and Stopping Protection

Tracking Changes

- Understanding Tracking Changes
- Turning Tracking On And Off
- Setting Tracking Options
- Showing Revisions in Balloons and Inline
- Switching Between Final and Revision
- Specifying What to Show
- Displaying the Reviewing Pane
- Accepting and Rejecting Changes

Electronic Forms

- Creating a Structure for the Form
- Understanding Content Controls
- Displaying the Developer Tab
- Adding Text Controls
- Setting Content Control Properties
- Using the Date Picker Control
- Adding Numeric Controls and Formulas
- Adding a Combo Box and a Drop-Down List
- Protecting and Saving the Form
- Using an Electronic Form
- Editing the Form
- Deleting a Content Control

Macros

- Setting Macro Security
- Saving a Document as Macro Enabled
- Recording a Simple Macro
- Running a Macro
- Assigning a Macro to the Toolbar
- Editing and Deleting a Macro
- Creating a MacroButton Field
- Copying a Macro
- Tips for Developing Macros

Inserting from other Sources

- Understanding Objects and Importing
- Inserting Text from another Document
- Pasting an Excel Worksheet
- Linking an Excel Worksheet
- Embedding an Excel Worksheet
- Modifying an Embedded Worksheet