



Learning outcomes

Microsoft Word 2007 Advanced is designed to provide the learner with advanced skills and knowledge in using Microsoft Word. This course focuses on producing longer documents and includes key aspects such as creating a table of contents, indexing, creating cover pages, and more. This publication also focuses on document automation through the use of fields, forms, and macros, and also deals with document change tracking and protection. This course is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more intricate documents.

Target audience

This course assumes an understanding of Microsoft Word requisite with the skills and knowledge covered in Level 1 and Level 2 of this series. It is also important for learners to have a general understanding of personal computers and the Windows operating system as the learner will be required to start applications, work with and copy files, and locate file folders.

The course will cover the following topics

Page Techniques

- Inserting A Cover Page
- Inserting A Blank Cover Page
- Adding A Watermark
- Creating A Custom Watermark
- Removing A Watermark
- Applying Page Colours
- Applying 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
- Adding Subordinates
- Adding An Assistant
- Promoting And Demoting
- Switching Right To Left
- Positioning SmartArt
- Resizing SmartArt
- Text Wrapping Around SmartArt
- Changing The Layout
- Changing Colours
- Changing SmartArt Styles
- Deleting A Shape From SmartArt

Building Blocks

- Using The Building Blocks Organiser
- Creating Quick Parts
- Saving Building Blocks
- Using Quick Parts
- Editing Quick Parts
- Deleting Quick Parts
- Creating Template Building Blocks
- AutoText Versus Quick Parts

Bookmarks

- Creating Bookmarks
- Going To A Bookmark
- Deleting Bookmarks

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

Indexing

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

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 A Master Document
- Creating Subdocuments
- Working With Master Documents
- Inserting Subdocuments
- Formatting A Master Document
- Editing Subdocuments
- Building A Table Of Contents
- Printing A Master Document
- Why Master Documents Are Misunderstood

Tracking Changes

- Understanding Tracking Changes
- Turning Tracking On And Off
- Setting Tracking Options
- Showing Revisions In Balloons
- Showing Revisions Inline
- Switching Between Final And Revision
- Specifying What To Show
- Displaying The Reviewing Pane
- Accepting Changes
- Rejecting Changes

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Protecting Documents

- Making A Document Read Only
- Working With A Read Only Document
- Restricting Formatting
- Using A Document Restricting Editing
- Making Exceptions
- Stopping Protection

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
- Adding Formulas
- Adding A Combo Box
- Adding 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 A Macro
- 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

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