

Microsoft Word 2007 – Module 2

Course Duration: Two half days

Prerequisites: Microsoft Word 2007 – Module 1

Working with Mailings

An Overview of the Mail Merge Process
Setting Up the Main Document
Creating a Data Source
Using an Existing Data Source
Editing the Data Source
Inserting Merge Fields
Inserting Rules Fields
Previewing a Mail Merge
Completing the Mail Merge
Creating Labels
Creating Envelopes

Using Document Collaboration Tools

Tracking Revisions
Accepting and Rejecting Revisions
Using Comments
Comparing and Combining Documents
Password Protecting a Document
Protecting a Document
Preparing Documents for Publishing and Distribution
Publishing a Document to a Document Workspace

Working with Outlines, Long Documents, and References

Creating a Document in Outline View
Numbering an Outline
Viewing an Outline
Working with Master Documents
Using Bookmarks
Using Cross-references
Creating a Table of Contents Heading Styles
Creating a Table of Contents Using TC Entries
Working with Picture Captions
Creating an Index
Using Footnotes and Endnotes
Using Citations and Bibliographies

Working with WordArt, SmartArt, and Charts

Inserting WordArt
Inserting SmartArt
Working with SmartArt Elements
Formatting SmartArt
Inserting a Chart
Formatting a Chart
Working with Labels
Formatting Chart Elements
Changing Chart Type

Collaborating with Other Programs

About Objects
Collaborating with Excel
Collaborating with PowerPoint
Modifying an Object
Inserting Text from Another File
Converting Documents

Working with Templates

Creating a Document Template
Using a Document Template
Copying Styles between Documents and Templates
Attaching a Different Template to a Document
Creating Building Blocks
Using Building Blocks

Working with Forms

Creating a New Form
Adding Content Controls
Assigning Help to Form Content Controls
Preparing the Form for Distribution
Filling out a Form

Working with Web Pages

Saving a Document as a Web Page
Modifying and Viewing a Web Page
Using Hyperlinks
Specifying Web Options
Working with Blog Posts

Advanced Topics

Customizing the Quick Access Toolbar
Using and Customizing AutoCorrect
Changing Word's Default Options
Recovering Your Documents
Using Microsoft Office Diagnostics
Viewing Document Properties and Finding a File
Saving a Document's PDF or XPS
Adding a Digital Signature to a Document
Recording a Macro
Playing and Deleting a Macro
Editing a Macro's Visual Basic Code