



Upgrade to Word Expert

Duration: 5 half days (15 hours)

Objectives

You know how to use Microsoft Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.

Target Audience

This course is intended for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents.

Prerequisite

Familiarity with the Microsoft Windows environment and some experience of using Microsoft Office; competency in the use of Microsoft Word; an understanding of the Internet and web-page functionality, as well as an understanding of the process of web-page creation, would be an advantage.

Course Outline

Part 1: Mail merge

- Form letters
 - Inserting a field
 - Modifying a date field
 - Specifying a starting document and recipient list
 - Customizing a form letter
 - Merging recipient list data with a form letter
- Data sources for the recipient list
 - Creating and using a recipient list
 - Sorting records
 - Filtering records



Learning

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- Mailing labels and envelopes
 - Preparing mailing labels
 - Printing mailing labels
 - Creating envelope documents from a recipient list

Part 2: Objects and backgrounds

- Objects
 - Inserting an Excel object
 - Inserting a linked object from a file
 - Inserting a chart based on Excel data
- Document backgrounds
 - Adding background colors, fill effects, and borders
 - Adding a watermark
 - Applying themes
 - Protecting a theme
 - Setting a default theme

Part 3: Forms

- Form fields
 - Entering data in a form
 - Adding field labels
 - Adding text content controls
 - Adding a drop-down list to a form
 - Adding a date control
- Form protection
 - Protecting a form
 - Removing protection
 - Setting permissions for a user

Part 4: Macros

- Recording and running macros
 - Recording a macro
 - Viewing a macro script
 - Running a macro
- Modifying and deleting macros



- Modifying a macro
- Copying a macro
- Deleting a macro

Part 5: Toolbar and keyboard customization

- Customizing the Quick Access toolbar
- Customizing keyboard shortcuts

Part 6: Long documents

- Master documents
 - Inserting subdocuments
 - Working in Master Document view
 - Deleting a subdocument
 - Adding a cover page
- Tables of contents and figures
 - Creating and modifying a table of contents
 - Adding text to a table of contents
 - Adding captions
 - Inserting and updating a table of figures
- Indexes, bibliographies, and other references
 - Creating main index entries and subentries
 - Generating an index
 - Inserting a citation
 - Adding and modifying a bibliography
 - Creating and updating a table of authorities
 - Using footnotes
- Bookmarks and cross-references
 - Creating bookmarks
 - Navigating to bookmarks in a document
 - Deleting a bookmark
 - Creating a cross-reference
- Web frames
 - Creating a frames page
 - Modifying frames



Part 7: XML features

- Working with XML
 - Viewing an XML document
 - Attaching an XML schema to a Word document
 - Applying XML tags to content
 - Modifying XML options
- Testing the schema validation