

Microsoft Word 2007 (Advanced)

Course Outline

Lesson 1: Reviewing Documents

- Send a Document for Review
- Review a Document
- Comparing and Merging Document
- Review Track Changes and Comments

Lesson 2: Integrating Word 2007 with Excel and PowerPoint

- Link to Excel
- Link to PowerPoint

Lesson 3: Adding References

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Add Hyperlinks
- Add Cross-References

Lesson 4: Working with Large Documents

- Insert Blank and Cover Pages
- Insert an Index
- Insert Table of Figures
- Insert Table of Authorities
- Insert Table of Contents
- Create a Master Document
- Summarize a Document

Lesson 5: Document Security

- Add a Digital Signature to a Document
- Set a Password for a Document
- Adding Document Properties

Lesson 6: Creating Forms

- Add Form Fields to a Document
- Protect a Form
- Save Form Data as Plain Text
- Automate a Form