

Word 2007:

Advanced

Topic-Level Outline

Days: 1

Prerequisites: *Word 2007: Intermediate* or equivalent experience

Unit 1: Mail merge

Topic A: Form letters

Topic B: Data sources for the recipient list

Topic C: Mailing labels and envelopes

Unit 2: Objects and backgrounds

Topic A: Objects

Topic B: Document backgrounds

Unit 3: Forms

Topic A: Form fields

Topic B: Form protection

Topic C: Sharing and securing documents

Unit 4: Macros

Topic A: Recording and running macros

Topic B: Modifying and deleting macros

Unit 5: Toolbar and keyboard customization

Topic A: Customizing the Quick Access toolbar

Topic B: Customizing keyboard shortcuts

Unit 6: Long documents

Topic A: Master documents

Topic B: Tables of contents and figures

Topic C: Indexes, bibliographies, and other references

Topic D: Bookmarks and cross-references

Topic E: Web frames

Unit 7: XML features

Topic A: Working with XML