



Computer Consultants Corporation

Microsoft Word

Advanced

Length of course: 1 class day (6 hours)

Objective(s): To expand intermediate skills, including advanced techniques for working with tables and graphics, creation of macros and forms, and Word's integration and collaboration features.

Prerequisites: Intermediate Microsoft Word 2007 or demonstrated familiarity with its topics.

Organizing Long Documents

- **Creating a Table of Contents**
 - Table of Contents Links
 - Using a Pre-Designed Table of Contents
 - Adding Text to a Table of Contents
 - Using the Update Table Button
 - Using the Table of Contents Button
 - Using the Table of Content Dialog Box
- **Working with Multiple Headers and Footers**
 - Breaking the Line between Sections
 - Restarting and Formatting Page Numbers
- **Creating an Index**
 - Marking Index Entries
 - Inserting an Index
 - Modifying and Deleting an Index Entry
- **Using Cross-References**
 - Updating Cross-References

Collaborating in Word

- **Tracking Changes to Documents**
 - A Typical Editing and Reviewing Process
 - Methods of Tracking Changes
 - Setting the Username and Initials
 - Setting Reviewer Ink Colors
 - Adding Comments to a Document
- **Reviewing Tracked Changes**
 - Display for Review Views
- **Sending a Document for Review via Email**
- **Reviewing Changes from Multiple Reviewers**
 - Combining Documents
 - Reviewing a Summary of Proposed Changes
 - Showing Source Documents
 - Displaying Specific Markups
 - Displaying Specific Reviewers
- **Protecting Documents**
 - Working with Passwords
- **Combining Documents without Tracked**
- **Changes**
- **Using the Highlighter**

Using Macros and Forms

- **Understanding Macros**

Recording Macros
The Developer Tab
Macro Storage Locations
Recording Limitations
Running Macros

- **Working with Visual Basic for Applications**

Using the VBA Editor to Edit Macros
Running Macros from the Quick Access Toolbar
Deleting Macros

- **Creating Forms**

Setting Up Forms
Working with Form Fields
Using the Check Box and Drop-Down List Fields
Applying Field Properties
Protecting Forms
Distributing and Using Forms

Integrating Word and Other Programs

- **Embedding and Linking Excel Objects in Word**
 - The Difference between Linking and Embedding
 - What Is Linking?
 - Linking Objects with Paste Special
 - Linking Objects with the Paste Options Smart Tag
 - Linking to Excel from within Word
 - Updating Links When Opening a Document
 - Breaking the Link

- **Using Excel as a Mail Merge Data Source**

- **Creating Outlines in Word**

Using a Word Outline in PowerPoint

- **Importing a Word Outline into PowerPoint**

- **Exporting a PowerPoint Presentation to Word**

- **Converting a Word Document to a Web Page**

Web Page Formatting

- **Editing Web Pages in Word**

Integration with Other Office Programs

- **Compatibility with Previous Versions of Office**

About File Formats

Native

Non-Native

Compatibility Check Box

Saves Files in a Version Compatible with Previous Versions