

## Course Overview

In this 2-day course, you will learn many intermediate to advanced skills and techniques in Microsoft Word 2007. You will learn how to create, modify and manage styles to store and reuse collections of formats. You will also learn how to create and modify tables. Additionally, you will learn to format sections of a document to have different footers, columns, and watermarks. Also, you will learn to merge documents to create form letters. You will work with templates to speed your use of standard documents. You will also learn how to insert and position graphics into documents. You will learn editing techniques to improve productivity such as advanced selection techniques, advanced navigation techniques, and how to insert special characters and symbols. In addition, you will learn how to manage long documents, collaborate with others, and secure documents. You will learn how to link Word information to other programs such as Excel and PowerPoint. You will learn how to collaborate with others using Word's tools for sending documents to others for review, adding comments, comparing document changes, merging document changes, and reviewing tracked changes. You will learn how to insert bookmarks, footnotes, endnotes, captions, hyperlinks, cross-references, citations and bibliographies. You will also learn how to add covers pages, an index, a table of figures, table of authorities, and how to create a master document. The security features you will learn include updating a document's properties, hiding text, removing personal information from a document, setting editing and formatting restrictions, adding a digital signature, setting a password for a document and restricting document access. You will also learn how to create forms in Word for others to complete electronically. This will include adding form fields, protecting a form, saving form data as plain text, and automating a form.

## Courses in the Microsoft Word Series

Word Level 1  
- 1 day -

Word Level 2 & 3  
- 2 days -

## Course Preparation

Prerequisite Course: *Word Level 1* or equivalent experience.

You should come to this class with a working knowledge of creating and saving basic documents, selecting text, copying and moving text, formatting text, and printing.

## Course Topics

### Reviewing Character and Paragraph Formats

- Reviewing Character (Font) Formats
- Applying Character Formats
- Reviewing Paragraph Formats
- Applying Paragraph Formats

### Using Paragraph Styles

- Applying Built-in Styles
- Clearing Styles
- Creating a Custom Style
- Modifying a Style
- Deleting a Style

### Creating Tables

- Creating a Table
- Adding and Deleting Rows
- Working with Columns
- Formatting a Table
- Sorting Table Data

### Formatting Sections

- Understanding and Viewing Sections
- Adding Section Breaks

- Turning One Page Sideways

- Adding a Watermark

- Adding a Footer to One Section

- Formatting a Section for Multiple Columns

### Merging Documents

- Starting the Mail Merge Process

- Specifying Recipients

- Placing Merge Fields in the Document

- Changing How Merge Fields Display

- Completing the Mail Merge

### Working with Templates

- Saving a Document as a Template

- Using a Template

- Modifying a Template

### Adding Graphics

- Working with Photographs

- Working with Clip Art

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## **Editing Techniques**

- Handling Paragraphs
- Using Keyboard Navigation Keys
- Finding and Replacing Text
- Adding Special Characters

## **Using Microsoft Office Word with Other Programs**

- Linking to a Microsoft® Office Excel Worksheet
- Linking a Chart to Excel Data
- Sending a Document Outline to PowerPoint
- Extracting Text from a Fax
- Sending a Document as an Email Attachment

## **Collaborating on Documents**

- Modifying User Information
- Sending a Document for Review
- Using Comments
- Comparing Document Changes
- Merging Document Changes
- Reviewing Tracked Changes and Comments
- Managing Document Versions
- Creating a New Version of a Document
- Comparing Document Versions
- Merging Document Versions

## **Adding Reference Marks and Notes**

- Inserting Bookmarks
- Inserting Footnotes and Endnotes
- Adding Captions
- Adding Hyperlinks
- Adding Cross-references
- Adding Citations and a Bibliography

## **Making Long Documents Easier to Use**

- Marking Blank and Cover Pages
- Inserting an Index
- Inserting a Table of Figures
- Inserting a Table of Authorities
- Creating a Master Document
- Automatically Summarizing a Document

## **Securing a Document**

- Updating a Document's Properties
- Hiding Text
- Removing Personal Information from a Document
- Setting Formatting and Editing Restrictions
- Adding a Digital Signature to a Document
- Setting a Password for a Document
- Restricting Document Access

## **Creating Forms**

- Adding Form Fields to a Document
- Protecting a Form
- Saving Form Data as Plain Text
- Automating a Form

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