

# Course overview:

## Word 2007 Level 3



### Overview and objectives

This one-day course builds on the skills and concepts taught in Word 2007: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the Quick Access toolbar and keyboard shortcuts, and work with XML documents.

### Target audience

The target student for this course is an individual who wants to learn how to perform mail merges, create and use forms, and create master documents and other long documents containing such references as indexes, footnotes, and tables of contents. You will also learn how to create macros, customize the Quick Access toolbar and keyboard shortcuts, and work with XML documents.

### Course prerequisites

- Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the following courses or have equivalent experience: Word 2007: Basic and Word 2007: Intermediate.

### Course objectives

- Use the Mailings tab tools to create form letters, specify a recipient list, work with records, and create mailing-label and envelope documents.
- Insert and modify new objects and objects from files, and customize a document's appearance by applying background colors, fill effects, watermarks, and themes.
- Create and protect forms, use the Compatibility Checker and the Document Inspector, and discuss digital signatures.
- Automate tasks by recording, running, modifying, and copying macros.
- Customize the Quick Access toolbar by adding, arranging, and removing buttons, and customize keyboard shortcuts.
- Create a master document that includes a table of contents, a table of figures, a cover page, an index, a bibliography, a footnote, bookmarks, cross-references, and Web frames.
- Create an XML document, attach an XML schema, modify XML options, and discuss applying transforms.

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### Course contents

- Mail merge • Form letters • Data sources for the recipient list • Mailing labels and envelopes
- Objects and backgrounds • Objects • Document backgrounds
- Forms • Form fields • Form protection • Sharing and securing documents
- Macros • Recording and running macros • Modifying and deleting macros
- Toolbar and keyboard customization • Customizing the Quick Access toolbar • Customizing keyboard shortcuts
- Long documents • Master documents • Tables of contents and figures • Indexes, bibliographies, and other references • Bookmarks and cross-references • Web frames
- XML features • Working with XML