



## Word 2007 Advanced-Level 3

Word 2007: Advanced, 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.

### Course Length

1 Day

### Prerequisites

Word 2007: Intermediate or equivalent experience

### Topics

#### 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**