

## Description

You know to use Microsoft® Office Word 2007 to create and format typical business documents. Now, you may need to work on more complex documents. In this course, you will use Word to create, manage, revise, and distribute long documents and forms.

## Target Student:

This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents. In addition, it will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft® Word 2007.

## Prerequisites

Students should be able to use Microsoft® Office Word 2007 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Students should also be able to use a web browser and an email program. A basic understanding of XML would also be helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work. To ensure success, you need to first take the following Element K courses or have equivalent knowledge:

- ✓ Microsoft® Office Word 2007: Basic
- ✓ Microsoft® Office Word 2007: Intermediate

## Certification

Microsoft® Office Word 2007: Level 3 is one of a series of ExecuTrain courseware titles that addresses Microsoft Certified Applications Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

## Objectives

Upon successful completion of this course, students will be able to:

- ✓ use Microsoft Office Word 2007 with other programs
- ✓ use Mail Merge
- ✓ collaborate on documents
- ✓ share and secure documents
- ✓ use macros
- ✓ manage large documents
- ✓ add reference marks and notes.
- ✓ Make long documents easier to use.
- ✓ use XLM features and web frames

## Outline

### 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