



## Microsoft Word 2007- Advanced

### **Sorting Paragraphs and Lists**

- Spacing Paragraphs
- Sorting Paragraphs
- Sorting Tabulated Lists
- Select Browse Object Menu
- Sorting a Table

### **Headers and Footers**

- Using Headers and Footers
- Suppress First Page Header

### **Index and Table of Contents**

- Table of Contents
- Creating a Table of Contents
- Navigate a File using Table of Contents
- Display the Table of Contents Field
- Delete a Table of Contents
- Redisplay the Table of Contents Field
- Entering Table of Contents Headings
- Updating the Table of Contents
- Indexes
- Marking Index Entries
- Creating an Index

### **Footnotes and Endnotes**

- Footnotes and Endnotes
- Creating a Footnote
- Navigating a Footnote
- Previewing a Footnote
- Reading a Footnote or Endnote
- Deleting Footnotes and Endnotes
- Converting Footnotes



## **Bookmarks Hyperlinks and OLE**

- Bookmarks
- Creating Bookmarks
- Finding a Bookmark
- Creating Hyperlinks
- Hyperlinks to Web Sites
- Hyperlinks to Document Locations
- OLE - Object Linking and Embedding
- Linking versus Embedding
- Linking to a Worksheet
- Formatting Links

## **Page Design**

- Adjust Margins Using Ruler
- Adjust Margins in Page Setup
- Soft and Hard Page Breaks
- Hard Page Breaks
- Changing Line Spacing
- Change Spacing with Keystrokes

## **Working with Templates**

- Using Templates
- Filling in the Templates
- Deleting a Content Control
- Deleting a Content Control
- Filling in the Templates
- Using Template Wizards

## **Template and Design Gallery**

- Templates
- Loading Templates using New Document Box
- Loading Templates using Word Help

## **Creating and Editing Styles**

- Styles
- Applying Styles
- Creating Styles
- Applying a Custom Style
- Editing a Style



## **Outlining Documents**

- Outlining
- Creating Outlined Documents
- Promoting and Demoting
- Showing / Hiding Text Formatting
- Selecting Outlined Text
- Expanding and Collapsing
- Moving Headings in Outlines
- Demoting a Heading to Body Text
- Displaying First Line Body Text
- Multilevel Numbering

## **Working with Macros**

- Recording Macros
- Running Macros
- Editing a Macro

## **Group Editing**

- Group Editing
- Inserting Comments
- Deleting, Hiding and Showing Comments
- Editing Comments
- Moving to Comments
- Track Document Changes
- Accept or Reject Revisions
- The Reviewing Pane

## **Protecting and Comparing Documents**

- Protecting the Document
- Sending the Document for Review
- Unprotect the Document
- Tracking Changes
- Compare Tool



## **File Management Techniques**

- File Management
- Files and Folders
- Finding Files
- Previewing Files
- Displaying File Properties
- Changing File Properties
- Deleting Files
- Sorting Files
- Creating New Folders
- Moving Documents
- Selection Methods
- Copying Documents

## **Mail Merge**

- Mail Merge
- Creating a Form Letter
- Create a Data Source File
- Creating Merge Records
- Saving the Data Source File
- Selecting Mail Merge Recipients
- Inserting Merge Fields
- Insert Greeting Line
- Preview Merged Data
- Merging Files
- Closing Mail Merge

## **Advanced Mail Merge**

- Starting the Mail Merge Wizard
- Starting a Merge Document
- Label Options
- Selecting Alternate Data Sources
- Inserting Merge Fields
- Updating Labels
- Preview Labels
- Merge to a New Document
- Print Preview
- Preview



### **Creating Web Pages**

- Web Tools
- Accessing the Internet
- Browsing the World Wide Web
- Opening Documents
- Scrolling Down the Document
- Viewing as a Web Page
- Saving as a Web Page
- Displaying in the Default Browser
- Creating a Hyperlink

### **Documents and Email**

- Sending E-mail Attachments
- Entering E-mail Header Details
- Entering E-mail Body Text
- Sending a Message
- Opening a Sent Message