



Microsoft® Word 2007 - Advanced Level

Full Day

In this course you will use Word to create, manage, revise, and distribute long documents and forms.

Using Microsoft® Word 2007 with Other Programs

- Link to an Excel 2007 Worksheet
- Link a Chart to Excel Data
- Send a Document Outline to PowerPoint 2007
- Extract Text from a Fax
- Send a Document as an Email Message

Collaborating on Documents

- Modify User Information
- Send a Document for Review
- Review a Document
- Compare Document Changes
- Merge Document Changes
- Review Track Changes and Comments

Managing Document Versions

- Create a New Version of a Document
- Compare Document Versions
- Merge Document Versions

Adding Reference Marks and Notes

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Caption
- Add Hyperlinks
- Add Cross-References
- Add Citations and a Bibliography

Making Long Documents Easier to Use

- Insert Blank and Cover Pages
- Insert an Index
- Insert Table of Figures
- Insert Table of Authorities
- Insert Table of Contents
- Create a Master Document
- Automatically Summarize a Document

Securing a Document

- Update a Document's Properties
- Hide Text
- Remove Personal Information from a Document
- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document
- Set a Password for a Document
- Restrict Document Access