

Word 2007 Advanced Ref: WD27AV

Days of training: 1

Prerequisites: Word 2007: Intermediate or equivalent experience

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