



## **Microsoft Word 2007: Advanced**

**Overview:** This course will teach students how to create, manage, revise, and distribute long documents and forms.

**Prerequisites:** Microsoft Word 2007 Intermediate or equivalent knowledge.

**Course Length:** One day

### **Course Content**

#### **Lesson 1: Using Microsoft® Office Word 2007 with Other Programs**

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

#### **Lesson 2: 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

#### **Lesson 3: Managing Document Versions**

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

#### **Lesson 4: Adding Reference Marks and Notes**

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

#### **Lesson 5: 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



## **Lesson 6: 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