

Course outline for MS Word 2007 - Master level

FIELD CODES & FILL-IN FORMS

- Inserting a field code
- Updating fields
- Editing and deleting fields
- Locking or unlocking fields
- Displaying field codes
- Converting fields to text

FORMS

- What are fill-in forms?
- Creating and editing a form
- Editing and formatting fill-in form fields
- Deleting fields within a fill-in form
- Protecting a fill-in form

COLLABORATIVE EDITING AND SECURITY

- To password protect documents
- Inserting comments
- Checking documents for sensitive 'hidden' information
- Tracking changes within a document

MACROS

- What are macros?
- Recording a macro
- Assigning a macro to a button

MASTER DOCUMENTS

- Creating a Master Document
- Inserting a table of contents
- Editing subdocuments
- Removing subdocuments

WEB PAGES AND HYPERLINKS

- Microsoft Word and the Internet
- Save a document as a Web page
- Previewing a Web formatted page
- Saving a Web page from the Internet
- Saving documents from a Web page
- Creating Internet Hyperlinks
- Editing Internet Hyperlinks
- Removing a hyperlink

REFERENCES OPTIONS

- Creating a Table of Contents
- Updating/modifying a Table of Contents
- Adding a bookmark
- Deleting a bookmark
- Going to a bookmark
- Cross-references
- Creating or editing an index
- Creating Footnotes
- Formatting Footnotes
- Deleting Footnotes
- Creating Endnotes
- Formatting Endnotes
- Deleting Endnotes
- Adding or updating a caption to an image, table or worksheet



If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

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