

Course Syllabus: Microsoft Word 2007 Advanced

Working with WordArt, SmartArt, and Charts

- Inserting WordArt
- Formatting WordArt
- Inserting SmartArt
- Working with SmartArt Elements
- Formatting SmartArt
- Inserting a Chart
- Formatting a Chart
- Working with Labels
- Formatting Chart Elements
- Changing Chart Type

Collaborating with Other Programs

- About Objects
- Collaborating with Excel
- Modifying an Object
- Collaborating with PowerPoint
- Inserting Text from Another File
- Converting Documents

Working with Templates

- Creating a Document Template
- Using a Document Template
- Copying Styles Between Documents and Templates
- Attaching a Different Template to a Document
- Creating Building Blocks
- Using Building Blocks

Working with Forms

- Creating a New Form
- Adding Content Controls
- Assigning Help to Form Content Controls
- Preparing a Form for Distribution
- Filling Out a Form

Working with Web Pages

- Saving a Document as a Web Page
- Modifying and Viewing a Web Page
- Using Hyperlinks
- Specifying Web Options
- Working with Blog Posts

Advanced Topics

- Customizing the Quick Access Toolbar
- Using and Customizing AutoCorrect
- Changing Word's Default Options
- Recovering Your Documents
- Using Microsoft Office Diagnostics
- Viewing Document Properties and Finding a File
- Saving a Document as PDF or XPS
- Adding a Digital Signature to a Document
- Recording a Macro
- Playing and Deleting a Macro
- Editing a Macro's Visual Basic Code