

## WORD LEVEL 3

### Advanced Features

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#### **Synopsis:**

This module covers the advanced features of Word, including Mail Merge and mailing labels, sorting data in tables, using formulas in tables, and working with lists, macros, and forms. The protection of documents is also addressed.

#### **Prerequisites:**

Word 2007 Level 1 and 2

#### **Objectives:**

- Use Mail Merge
- Merge mailing labels, directories
- Sort table data
- Use formulas in tables
- Work with lists
- Use macros
- Protect a document
- Use forms

#### **This module includes:**

##### **Using Mail Merge**

- Working with Mail Merge
- Starting Mail Merge
- Using the Mail Merge Wizard
- Identifying the Main Document
- Creating a Recipient List
- Customizing Columns in a Recipient List
- Rearranging Columns in a Recipient List
- Saving a Recipient List
- Entering Records into a Recipient List
- Sorting Records to be Merged
- Highlighting Merge Fields
- Inserting Merge Fields into a Document
- Previewing Merged Data
- Merging to a New Document
- Merging to the Printer
- Sending Email Messages

##### **Merging Mailing Labels, Directories**

- Using Mailing Labels
- Creating Mailing Labels
- Selecting Label Options
- Attaching a Data Source
- Inserting Label Merge Fields
- Merging Labels to a New Document
- Creating a Directory
- Merging with an Alternate Data Source

##### **Sorting Table Data**

- Designing a Table to be Sorted
- Sorting a Table Alphabetically
- Sorting a Table Numerically
- Sorting a Table by Date
- Sorting a Table by Multiple Columns

##### **Using Formulas in Tables**

- Creating a Formula in a Table Cell
- Using a Function in a Table Cell
- Formatting the Result of a Formula
- Displaying Field Codes
- Recalculating Formulas in a Table

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#### **Working with Lists**

- Customizing Numbered/Bulleted Lists
- Bulleting/Numbering a Multilevel List
- Creating a New List Style
- Sorting a List Alphabetically

#### **Using Macros**

- Displaying the Developer Tab
- Recording a Macro
- Running a Macro
- Editing a Macro
- Adding a Macro to the Toolbar
- Organizing Macro Projects
- Deleting a Macro

#### **Protecting a Document**

- Opening the Protect Document Task Pane
- Restricting Document Formatting
- Restricting Document Editing
- Creating Restriction Exceptions

#### **Using Forms**

- Creating a Form
- Saving a Form as a Template
- Setting Properties for Controls
- Handling Legacy Tools and ActiveX Controls
- Protecting a Form
- Inputting Data into a Form
- Deleting a Form Template
- Printing a Form

## Working with Long Documents

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### Synopsis:

This module is largely concerned with long documents and the features that are especially relevant to them. These include tables of content and authorities, indexes, bookmarks, captions, footnotes and endnotes, master documents and the creation of citations and a bibliography. Finally, there is a lesson that deals with the customization of Word preferences.

### Prerequisites:

Word 2007 Level 1 and 2

### Objectives:

- Create a table of contents
- Create an index
- Create captions
- Create citations and bibliography
- Create a table of authorities
- Use bookmarks
- Use footnotes and endnotes
- Create a master document
- Customize Word preferences

### This module includes:

#### Creating a Table of Contents

- Removing a Table of Contents
- Using Custom Styles
- Viewing the TOC Field Code
- Updating a Table of Contents
- Inserting TC Field Codes
- Using TC Fields
- Using Outline Levels

#### Creating an Index

- Using an Index
- Creating Main Index Entries
- Creating Index Subentries
- Typing Index Entries
- Cross-referencing Index Entries
- Generating an Index
- Viewing the INDEX field Code
- Updating an Index

#### Creating Captions

- Inserting a Caption
- Inserting Table of Figures
- Updating a Table of Figures
- Cross-referencing

#### Creating Citations and Bibliography

- Inserting Citations
- Managing Sources
- Editing Citation and Bibliography Styles
- Inserting a Bibliography

#### Creating a Table of Authorities

- Marking Citations
- Inserting a Table of Authorities
- Updating a Table of Authorities

#### Using Bookmarks

- Working with Bookmarks
- Creating Bookmarks
- Viewing Bookmarks
- Going to a Bookmark
- Cross-referencing to a Bookmark
- Deleting a Bookmark

## Working with Long Documents

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### **Using Footnotes and Endnotes**

- Using Notes
- Inserting Notes
- Setting Note Options
- Viewing Notes
- Browsing Notes
- Moving and Copying Notes
- Deleting a Note

### **Creating a Master Document**

- Using a Master Document
- Inserting Subdocuments
- Collapsing/Expanding Subdocuments
- Unlinking Subdocuments
- Splitting and Merging Subdocuments
- Locking Subdocuments
- Opening Subdocuments

### **Customizing Word Preferences**

- Changing the Default Font Attributes
- Changing the Default Page Settings
- Setting Word Options
- Modifying Default File Locations
- Customizing Quick Access Toolbar