

Microsoft Word 2007 Advanced: Most people know MS Word as a great word processor, but few know it as a feature rich desktop publishing tool. Students will explore and take full advantage of MS Word's timesaving desktop publishing features. Students work on real case examples and create projects that make their workflow of MS Word a pleasure rather than a chore. This course will cover Word's most advanced features, including:

- Mail merge
 - Letters
 - Data source
 - Mailing labels and envelopes

- Objects
 - Working with objects
 - Document backgrounds

- Forms
 - Fields
 - Protection
 - Sharing forms
 - Security

- Macros
 - Record and run macro
 - Modify and delete macro

- Program customization
 - Quick Access Toolbar
 - Custom keyboard shortcuts

- Long documents
 - Master
 - Tables
 - . Contents
 - . Figures
 - References
 - . Indexes
 - . Bibliographies
 - . Other references
 - . Web frames
 - XML
 - . Becoming familiar with XML
 - Wrap up