

MOS Word 2007 Expert

Course Aims

This course designed to help Microsoft Office Specialist Certification candidates prepare for the Microsoft Office Word 2007 Expert certification exam.

Pre-requisites

Passed the MOS Certificate in MS Word 2007 Core exam or have at least 1 year experience using MS Word Expert functions

Level	Duration	Time
Advanced	3 Days / 24 Hours	9:00 am to 6:00 pm

Module 1. Using Mail Merge

- Working with Mail Merge
- Identifying the Main Document
- Creating a Recipient List
- Adding Fields to a Recipient List
- Removing Fields from a Recipient List
- Rearranging Fields in a Recipient List
- Saving a Recipient List
- Entering Records into a Recipient List
- Inserting Merge Fields into a Document
- Apply Conditional Mail Merge
- Previewing Merged Data
- Merging to a New Document
- Labs - Using Mail Merge

Module 2. Using Forms

- Creating a Form
- Defining a Text Form Field
- Defining a Check Box Form Field
- Defining a DropDown Form Field
- Calculating a Text Form Field
- Protecting a Form
- Labs - Using Forms

Module 3. Creating/Converting Master Documents

- Converting Document to Master Document
- Converting Outline to Master Document
- Inserting/Importing Subdocuments
- Collapsing/Expanding Subdocuments
- Opening/Managing Subdocuments
- Deleting Subdocuments
- Labs – Creating/Converting Master Document

Module 4. Managing Styles

- Update Style from Selected Text
- Copying Style from another document/template
- Setting Outline Level for Style
- Creating Custom Style Set
- Modifying Style Set
- Creating Multilevel List
- Linking Style to Multilevel List
- Modifying Multilevel List
- Deleting a Style/Multilevel List
- Labs - Managing Styles

Module 5. Managing Template Style

- Attaching a Global/Local Template
- Automatically Update Style from Template
- Saving Style Changes to Attached Template
- Saving Gallery Changes to Attached Template

- Labs - Managing Styles

Module 6. Inserting/Managing Table of Contents

- Inserting a Table of Contents
- Including/Excluding Specific Levels
- Using Custom Styles
- Updating a Table of Contents
- Using Outline Levels
- Modifying Table of Contents Properties
- Labs - Inserting/Managing Table of Contents

Module 7. Inserting Object Captions and Cross-References

- Inserting Object Captions Using Auto captioning
- Creating Custom Label for Captions
- Adding Cross-References
- Labs – Inserting Object Captions and Cross-Reference

Module 8. Using Quick Parts Gallery

- Creating a Quick Part
- Adding Quick Parts to a Document
- Inserting Document Property Fields
- Using the Building Blocks Organizer
- Labs - Using Quick Parts

Module 9. Working with Visual Content

- Creating Watermarks
- Inserting SmartArt Graphics
- Changing Colors of a SmartArt Graphic
- Applying a SmartArt Graphic Style
- Modifying SmartArt Graphics Layout
- Converting SmartArt from a List
- Creating an Object
- Embedding/Linking an Object
- Displaying Object as an Icon
- Labs - Working with Visual Content

Module 10. Setting Tables Properties

- Repeating Header Row
- Allowing Row to Break Across Pages
- Wrapping Text Around a Table
- Labs – Setting Table Properties

Module 11. Formatting Sections

- Restarting the Page Number
- Formatting Page Number
- Linking/Unlinking Header and Footers
- Changing Page Orientation within a Section
- Apply Advanced Page Setup Options – Vertical Alignment, Line Numbering
- Labs – Formatting Sections

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Module 12. Restricting Document Formatting

- Restricting Document Formatting
- Limiting Formatting to Specific Style
- Allowing Specific Type of Editing
- Labs - Restricting Document Formatting

Module 13. Comparing Documents

- Comparing Documents
- Combining Multiple Revisions
- Reviewing Tracked Changes
- Accepting/Rejecting All Changes
- Printing Markup
- Labs - Comparing Documents

Module 14. Customizing Word Preferences

- Embedding Fonts
- Insert Fields in a Documents
- Creating Custom Field in Document Properties
- Setting Paste Options Properties
- Adding Line Numbering
- Setting Default Save Options
- Modifying Default File Locations
- Recovering Documents Using Open and Repair Feature
- Locating AutoRecover File
- Adding/Removing Buttons from Quick Access Toolbar
- Assign Keyboard Shortcuts
- Labs - Customizing Word Preferences

Module 15. Using Macros

- Configuring Macro Security
- Recording a Macro
- Running a Macro
- Editing a Macro
- Copying a Macro between Documents
- Renaming Macro
- Importing/Exporting a Macro
- Adding a Macro Button to a Quick Access Toolbar
- Deleting a Macro
- Labs - Using Macros

Module 16. Using XML Within Document

- Viewing XML Tags
- Moving Text with XML Tags
- Validating Document Against XML Schema
- Attaching Custom XML Schema
- Labs - Using XML