

Word 2007 Level 3

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
- Using Mail Merge

Merging Mailing Labels and 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
- Merging Mailing Labels and Directories

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
- Sorting Table Data

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
- Using Formulas in Tables

Working with Lists

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

Using Macros

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

Protecting a Document

- Opening the Protect Document Button
- Restricting Document Formatting
- Restricting Document Editing
- Creating Restriction Exceptions
- Protecting a Document

Using Forms

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

Creating a Table of Contents

- Using a Table of Contents
- Generating 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 a Table of Contents

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 an Index

Creating Captions

- Inserting a Caption
- Inserting a Table of Figures
- Updating a Table of Figures
- Inserting a Cross-reference
- Creating Captions

Creating Citations and Bibliography

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

Creating a Table of Authorities

- Marking Citations
- Inserting a Table of Authorities
- Updating a Table of Authorities
- Creating 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
- Using Bookmarks

Using Footnotes and Endnotes

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

Creating Master Documents

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

Customizing Word Preferences

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