



## Microsoft Word 2007 Advanced with Windows 7 Course Outline

### Office 2007 and Windows 7 Essentials

- Fluent User Interface
- Office Button and Word Options
- Quick Access Toolbar
- Ribbon
- File Management in Windows 7
- Libraries and folders
- Windows Explorer
- Recent Documents on Office Button
- Recent Documents on Jump List
- Aero Peek Preview
- Jump List on Start Menu

### Section 1 - Styles, Themes and Templates

- Quick Style Gallery
- Applying Styles
- Modifying Styles
- Creating New Styles
- Saving Styles
- Deleting Styles
- Style Sets
- Changing Style Sets
- Adding and Removing from the Quick Style Gallery
- Style Area and Style Inspector
- Themes
- Customizing and Saving New Themes
- Normal Templates
- Creating and Editing Templates
- Adding Macros
- Adding Footers

### Section 2 - Macros and Forms

- Recording Macros
- Saving Macro-Enabled Documents
- Running Macros
- Macro Buttons and Shortcuts
- Deleting Macros
- Creating Forms
- Form Fields
- Protecting Forms
- Filling In Forms

### Section 3 - Tracking Options

- Track Changes Feature
- Balloons
- Reviewing Pane
- Comments
- Show Markup
- Multiple Users
- Accept/Reject All Changes
- Formatting and Editing Restrictions

### Section 4 - References

- Table of Contents
- Footnotes and Endnotes
- Citations and Bibliographies
- Captions
- Table of Figures
- Cross-References
- Creating an Index
- Mark Entries
- Bookmarks
- Hyperlinks
- Table of Authorities



## Section 5 - Publishing

- Headers and Footers
- Odd and Even Footers
- Cover Pages
- Renumbering Pages
- Watermarks
- Page Borders
- Page Colors
- Blog Posting
- SmartArt, Tables and Pictures