



## **CORPORATE & CAREER TRAINING**

### **WORD 2007 - FORMS & LONG DOCUMENTS**

#### **TRAINING OUTLINE**

**6 HOURS**

#### **I. 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

#### **II. 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

#### **III. 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

#### **IV. CREATING CAPTIONS**

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

#### **V. USING BOOKMARKS**

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

#### **VI. USING FOOTNOTES AND ENDNOTES**

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

#### **VII. CREATING MASTER DOCUMENTS**

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

## **VIII. WORKING WITH COMMENTS AND REVISIONS**

- Enabling Change Tracking
- Setting Change Tracking Options
- Disabling Change Tracking
- Inserting Comments
- Managing Comments
- Viewing and Navigating Comments
- Enabling Balloon Options
- Selecting Options for Show Markup
- Displaying the Reviewing Pane
- Comparing Documents
- Combining Multiple Revisions
- Reviewing Tracked Changes
- Accepting/Rejecting All Changes
- Printing Markup

## **VIII. USING SMARTART**

- Creating SmartArt Graphics
- Changing Colors of a SmartArt Graphic
- Applying a SmartArt Graphic Style