

## **Word 2007 - Level 3**

## **Course Outline**

The advanced features of Word, including Mail Merge and mailing labels, sorting data in tables, using formulas in tables, and working with lists, macros, forms, and the protection of documents are covered in Word 2007, Level 3.

In addition, this course focuses on documents and the features that are especially relevant to them. These include tables of content and authorities, indexes, bookmarks, captions, footnotes and endnotes, master documents and the creation of citations and a bibliography.

### **Prerequisites:**

Word 2007 – Levels 1 & 2

### **Objectives:**

- Use Mail Merge
- Merge mailing labels, directories
- Sort table data
- Use formulas in tables
- Work with lists
- Use macros
- Protect a document
- Use forms
- Create a table of contents
- Create an index
- Create captions
- Create citations and bibliography
- Create a table of authorities
- Use bookmarks
- Use footnotes and endnotes
- Create a master document
- Customize Word preferences