



Microsoft Word 2007 Mini-Series: Advanced Features Course Outline

Section 1 - Macros

- Recording Macros
- Saving Macro-Enabled Documents
- Running Macros
- Macro Buttons and Shortcuts
- Adding Macros to Templates
- Saving and Editing Templates
- Deleting Macros

Section 2 - Tracking Options

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

Section 3- References

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

Section 4 - Publishing

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