

Word 2007: Level 3 [MCAS Certified] + CertBlaster & CBT

Publisher: CourseILT

Code: 142391838X

ISBN: 142391838X

Version: 1

Course Length: 1-day (6+ hours)

Prerequisites: Word 2007: Level 1 and 2

What's in Word 2007: Level 3 [MCAS Certified] + CertBlaster & CBT:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Word 2007: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the Quick Access toolbar and keyboard shortcuts, and work with XML documents. Comes with CertBlaster exam prep software (download) and a companion CBT program.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Word 2007 exam (70-601). For comprehensive certification training, students should complete Word 2007: Level 1, 2, and 3.

Topic-Level Outline

Unit 1 : Mail merge

*Topic A: * Form letters*

A-1: Inserting a field

A-2: Modifying a date field

A-3: Specifying a starting document and recipient list

A-4: Customizing a form letter

A-5: Merging recipient list data with a form letter

*Topic B: * Data sources for the recipient list*

B-1: Creating and using a recipient list

B-2: Sorting records

B-3: Filtering records

*Topic C: * Mailing labels and envelopes*

C-1: Preparing mailing labels

C-2: Printing mailing labels

C-3: Creating envelope documents from a recipient list

Unit 2 : Objects and backgrounds

*Topic A: * Objects*

A-1: Inserting an Excel object

A-2: Inserting a linked object from a file

A-3: Inserting a chart based on Excel data

*Topic B: * Document backgrounds*

B-1: Adding background colors, fill effects, and borders

B-2: Adding a watermark

B-3: Applying themes

B-4: Protecting a theme

B-5: Setting a default theme

Unit 3 : Forms

*Topic A: * Form fields*

A-1: Entering data in a form

A-2: Adding field labels

A-3: Adding text content controls

A-4: Adding a drop-down list to a form

A-5: Adding a date control

*Topic B: * Form protection*

B-1: Protecting a form

B-2: Removing protection

B-3: Setting permissions for a user

*Topic C: * Sharing and securing documents*

C-1: Using the Compatibility Checker

C-2: Using the Document Inspector

C-3: Publishing a file as an XPS document

C-4: Discussing digital signatures

Unit 4 : Macros

*Topic A: * Recording and running macros*

A-1: Recording a macro

A-2: Viewing a macro script

A-3: Running a macro

*Topic B: * Modifying and deleting macros*

B-1: Modifying a macro

B-2: Copying a macro

B-3: Deleting a macro

Unit 5 : Toolbar and keyboard customization

*Topic A: * Customizing the Quick Access toolbar*

A-1: Adding buttons to the Quick Access toolbar

A-2: Customizing the Quick Access toolbar display

A-3: Adding a macro to the Quick Access toolbar

A-4: Resetting the Quick Access toolbar

*Topic B: * Customizing keyboard shortcuts*

B-1: Adding keyboard shortcuts

B-2: Resetting keyboard shortcuts

Unit 6 : Long documents

*Topic A: * Master documents*

A-1: Inserting subdocuments

A-2: Working in Master Document view

A-3: Deleting a subdocument

A-4: Adding a cover page

*Topic B: * Tables of contents and figures*

B-1: Creating and modifying a table of contents

B-2: Adding text to a table of contents

B-3: Adding captions

B-4: Inserting and updating a table of figures

*Topic C: * Indexes, bibliographies, and other references*

C-1: Creating main index entries and subentries

C-2: Generating an index

C-3: Inserting a citation

C-4: Adding and modifying a bibliography

C-5: Creating and updating a table of authorities

C-6: Using footnotes

*Topic D: * Bookmarks and cross-references*

D-1: Creating bookmarks

D-2: Navigating to bookmarks in a document

D-3: Deleting a bookmark

D-4: Creating a cross-reference

*Topic E: * Web frames*

E-1: Creating a frames page

E-2: Modifying frames

Unit 7 : XML features

*Topic A: * Working with XML*

A-1: Viewing an XML document

A-2: Attaching an XML schema to a Word document

A-3: Applying XML tags to content

A-4: Modifying XML options

A-5: Testing the schema validation

A-6: Discussing transforms and style sheets