Word 2007 Level 3

Using Mail Merge
- Working with Mail Merge
- Starting Mail Merge
- Using the Mail Merge Wizard
- Identifying the Main Document
- Creating a Recipient List
- Customizing Columns in a Recipient List
- Rearranging Columns in a Recipient List
- Saving a Recipient List
- Entering Records into a Recipient List
- Sorting Records to be Merged
- Highlighting Merge Fields
- Inserting Merge Fields into a Document
- Previewing Merged Data
- Merging to a New Document
- Merging to the Printer
- Sending Email Messages
- Using Mail Merge

Merging Mailing Labels and Directories
- Using Mailing Labels
- Creating Mailing Labels
- Selecting Label Options
- Attaching a Data Source
- Inserting Label Merge Fields
- Merging Labels to a New Document
- Creating a Directory
- Merging with an Alternate Data Source
- Merging Mailing Labels and Directories

Sorting Table Data
- Designing a Table to be Sorted
- Sorting a Table Alphabetically
- Sorting a Table Numerically
- Sorting a Table by Date
- Sorting a Table by Multiple Columns
- Sorting Table Data

Using Formulas in Tables
- Creating a Formula in a Table Cell
- Using a Function in a Table Cell
- Formatting the Result of a Formula
- Displaying Field Codes
- Recalculating Formulas in a Table
- Using Formulas in Tables

Working with Lists
- Customizing Numbered/Bulleted Lists
- Bulleting/Numbering a Multilevel List
- Creating a New List Style
- Sorting a List Alphabetically
- Working with Lists
Using Macros
Displaying the Developer Tab
Recording a Macro
Running a Macro
Editing a Macro
Adding a Macro Button to a Toolbar
Organizing Macro Projects
Deleting a Macro
Using Macros

Protecting a Document
Opening the Protect Document Button
Restricting Document Formatting
Restricting Document Editing
Creating Restriction Exceptions
Protecting a Document

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
Using Forms

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
Creating a Table of Contents

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
Creating an Index

Creating Captions
Inserting a Caption
Inserting a Table of Figures
Updating a Table of Figures
Inserting a Cross-reference
Creating Captions
Creating Citations and Bibliography
- Inserting Citations
- Managing Sources
- Editing Citation and Bibliography Styles
- Inserting a Bibliography
- Creating Citations and Bibliography

Creating a Table of Authorities
- Marking Citations
- Inserting a Table of Authorities
- Updating a Table of Authorities
- Creating a Table of Authorities

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

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

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

Customizing Word Preferences
- Changing the Default Font Attributes
- Changing the Default Page Settings
- Setting Word Options
- Modifying Default File Locations
- Customizing the Quick Access Toolbar
- Customizing Word Preferences