

Word 2007/2010 Automating Forms and Long Documents - Online

Audience	This course is appropriate for those who are experienced Word users. Students should know how to enter, edit, select, move, and copy text, create and edit text in columns using tables, set page margins and page breaks, apply and format styles, and insert headers/footers.
Description	The course uses a combination of lecture and hands-on practice (with independent exercises after class) to introduce students to some of the advanced features of Word. The skills needed to create long documents including a table of contents and indexes are learned. Word forms are used as a tool to collect data from the user. The skills needed to plan and save a form template, work with content controls and form fields, and protect the form are covered. Students also learn how to create and work with macros.
Objectives	<p>Upon successful completion of the class, students should be able to:</p> <ul style="list-style-type: none">■ Create and modify a table of contents and index■ Create bookmarks, cross-references, footnotes, and endnotes■ Explain what a form is and how data is collected■ Plan the basic layout of a form■ Prepare and save a template for starting a form■ Insert informational fields such as the Date field and User Information fields■ Lock and unlock informational fields■ Layout a simple form in a table■ Understand what content controls are■ Insert text and list controls■ Insert Picture, Date Picker, and Building Block Gallery controls■ Insert Legacy form fields and add Help text■ Protect the document from editing and formatting other than field input■ Understand what a macro is■ Run and record a macro■ Assign shortcut keys to a macro■ Add a macro button to the Quick Access toolbar■ Manage macros■ Edit macros
Length	3 hours



I. An Introduction to Forms

- A. What is a Form?
- B. Planning and Creating a Form
- C. Inserting Informational Fields
- D. Locking/Unlocking Field Codes
- E. Laying out a Simple Form
- F. Inserting Text Controls
- G. Inserting a Picture Control
- H. Inserting List Controls
- I. Inserting a Date Picker Control
- J. Inserting a Building Block Gallery Control
- K. Inserting Legacy Form Fields
- L. Adding Help Text to Legacy Form Fields
- M. Protecting Forms
- N. Creating a Fill-In Field

II. Working with Long Documents

- A. Creating a Table of Contents
- B. Updating a Table of Contents
- C. Creating a Bookmark
- D. Working with Hyperlinks
- E. Inserting a Cross-reference
- F. Generating an Index
- G. Creating Footnotes and Endnotes
- H. (Optional) Creating a Bibliography
- I. (Optional) Creating a Table of Authorities

III. Creating and Using Macros

- A. What is a Macro?
- B. Recording and Running a Macro
- C. Assigning a Macro Shortcut
- D. Managing Macros
- E. Editing a Macro