

## Popular Features of Word 2007

### Using Tables

- ◆ Introducing Tables
- ◆ Entering Text in a Table
- ◆ Editing a Table
- ◆ Selecting in a Table
- ◆ Formatting a Table
- ◆ Borders and Shading in a Table
- ◆ Setting Column Width and Row Height
- ◆ Setting Table and Cell Alignment
- ◆ Sorting in a Table
- ◆ Converting Existing text to a Table
- ◆ Final Project

### Mail Merge

- ◆ Understanding Mail Merges
- ◆ Performing a Mail Merge with the Mail Merge Wizard
- ◆ Making changes to the Address List
- ◆ Working with labels
- ◆ Filtering and Sorting a Data Document

### Collaborating With Others

- ◆ Understanding Collaborating
- ◆ Working with Comments
- ◆ Revising a Document
- ◆ Comparing Documents

### Creating Fill-in Forms

- ◆ Understanding forms
- ◆ Using Content Controls
- ◆ Inserting Text Context Controls
- ◆ Inserting date Picker Content Controls
- ◆ Inserting a Drop-Down List or Combo Box Content Control
- ◆ Using legacy Form Fields
- ◆ Protecting/Locking the Form

### Appendix A: The Word 2007 environment

- ◆ Understanding 2007
- ◆ Understanding the Word 2007 User Interface
- ◆ The Microsoft Office button
- ◆ The Quick Access Toolbar
- ◆ The Ribbon
- ◆ Getting Help
- ◆ The Mini Toolbar
- ◆ Contextual Tabs
- ◆ The Revised Status Bar