

# **Automating Documents** **with Word 2007**



## **Working with Templates**

- Creating and Using a Document Template
- Attaching a Different Template to a Document
- Copying Styles Between Templates

## **Working with Outlines and Long Documents**

- Creating a Document in Outline View
- Viewing and Modifying an Outline
- Numbering an Outline
- Adding Bookmarks, Footnotes, Endnotes and Cross-References
- Creating a Table of Contents Using Heading Styles and TC Fields
- Creating an Index
- Creating and Working with Master Documents

## **Working with Forms**

- Creating a New Form
- Using Text Fields, Check Box Fields and Drop-down Fields
- Assigning Help to Form Fields
- Performing Calculations in a Form Field
- Preparing and Filling Out an Online Form
- Working with Multiple Sections in Forms
- The "Empty Field" Alternate Method to Creating Forms

## **Advanced Topics**

- Customizing Toolbars
- Sending Faxes
- Creating and Working with AutoText Entries
- Using and Customizing AutoCorrect
- Changing Word's Default Options
- File Properties and Finding a File
- Recording and Running a Macro
- Editing a Macro's Visual Basic Code
- Using Detect and Repair