

# Contents

Preface	v	<b>CHAPTER 12</b>	
		<b>Creating Custom Forms and Using Macros</b>	<b>355</b>
<b>CHAPTER 10</b>		Creating a Custom Form	356
<b>Sharing and Securing Content</b>	<b>305</b>	Preparing to Add Content Controls	356
Preparing Documents for Sharing	306	Automating Tasks with Macros	361
Compatibility Issues	306	Assigning Macros to a Toolbar or a Keyboard	
To Convert or Not to Convert?	307	Shortcut	361
Preparing Backward-Compatible Documents	309	Storing Macros	361
The Accessibility Checker	310	Recording Limitations	361
Document Properties and the Document Inspector	310	Editing Macros with the VBA Editor	363
Controlling Document Access	312	Running Macros from the Quick Access Toolbar	364
Restrict Editing	312	Macro Security	365
Allow Changes to Part of a Document	313	Deleting Macros	366
Restrict Formatting	314	Reinforce Your Skills	367
Passwords and Encryption	316	Apply Your Skills	372
Marking a Document as Final	317	Project Grader	375
Attaching Digital Signatures	318	Extend Your Skills	378
Digital Certificates	318		
Digital Signatures	319	<b>CHAPTER 13</b>	
Reinforce Your Skills	322	<b>Integrating Word with Excel, PowerPoint,</b>	
Apply Your Skills	328	<b>and the Web</b>	<b>379</b>
Extend Your Skills	332	Embedding and Linking Excel Objects	380
<b>CHAPTER 11</b>		Linking or Embedding Data	380
<b>Personalizing Word</b>	<b>333</b>	Linking Objects	382
Setting Word Options	334	Using Excel as a Mail Merge Data Source	386
Customizing AutoCorrect	334	Integrating Word with PowerPoint	388
Changing the AutoRecover Interval and		Using Word Outline View	388
Default File Location	336	Adding a PowerPoint Presentation to a Word	
Modifying the Recent Documents List	337	Document	389
Document Properties	340	Opening, Editing, and Saving a PDF File	390
Creating a Custom Property	341	Creating Web Pages from Word Documents	391
Accessibility	342	Formatting Web Pages	391
Add Alternative Text	343	Using Alternative Text in Web Pages	391
Global Content Standards and Language Options	344	Editing Web Pages in Word	392
Reinforce Your Skills	346	Reinforce Your Skills	394
Apply Your Skills	351	Apply Your Skills	400
Extend Your Skills	354	Extend Your Skills	404
		Glossary	405
		Index	407

