

Word Advanced

Styles

- *Paragraph and Character Styles*
- *Applying Styles and Modifying Styles.*
- *Shortcut Keys*
- *Creating Your Own Styles*
- *Applying Styles As You Type.*
- *The Organizer*
- *The Style Gallery*

Desktop Publishing.

- *Text Flow Options*
- *Creating New Page Layouts with Text Boxes*
- *Inserting Pictures into a Document.*
- *Aligning Text Around Objects.*
- *Creating Watermarks*
- *Creating and Modifying Page Borders*

Long Documents

- *Sorting Lists and Tables*
- *Working in Outline View.*
- *Using Find and Replace*
- *Creating a Table of Contents.*
- *Creating an Index*
- *Bookmarks and Cross-references*
- *Footnotes and Endnotes*
- *Summarising a Long Document*

Mail Merge

- *Creating a Main Document.*
- *Creating a Data Document*
- *Completing the Main Document.*
- *Editing the Data Document*
- *Printing Mail Merge Documents.*
- *Working With the Data Source.*
- *Using External Data*
- *Sorting and Selecting Records*
- *Creating Labels*

Macros

- *What is a macro*

- *Recording and running a macro*
- *Editing a macro*
- *Assigning a macro to a Toolbar, Menu or shortcut key*
- *Copying a macro*
- *Deleting and renaming a macro*

Sharing documents

- *Adding comments*
- *Tracking changes*
- *Protecting documents from unauthorised changes*
- *Versioning and E-Mailing documents for review*