

MICROSOFT WORD

Explore Word

- Working in the User Interface
- Creating, Entering text in, and Saving Documents
- Sidebar : Document Compatibility with Earlier Versions of Word
- Opening, Moving Around in, and Closing Documents
- Viewing Documents in Different Ways

Edit and Proofread Text

- Making Text Changes
- Finding and Replacing Text
- Fine Tuning Text
- Correcting Spelling and Grammatical Errors
- Inserting Saved Text
- Sidebar : Viewing and Documenting Statistics

Change the Look of Text

- Quickly Formatting Text
- Changing a Document's Theme
- Manually Changing the Look of Characters
- Manually Changing the Look of Paragraphs
- Creating and Modifying List

Organize Information in Columns and Tables

- Presenting Information in Columns
- Creating Tabbed List
- Presenting Information in Table
- Performing Calculation in Tables
- Formatting Tables

Add Simple graphic Elements

- Inserting and Modifying Pictures

- Changing a Document's Background
- Inserting Building Blocks
- Drawing Text Boxes
- Adding WordArt Text

Preview, Print and Distribute Documents

- Previewing and Adjusting Page Layout
- Controlling What Appears on Each Page
- Printing Documents
- Preparing Documents for Electronic Distribution

Insert and Modify Diagrams

- Creating Diagrams
- Modifying Diagrams
- Creating Picture Diagrams

Insert and Modify Charts

- Inserting Charts
- Modifying Charts
- Using Existing Data in Charts

Use Other Visual Elements

- Adding Watermarks
- Inserting Symbols and Equations
- Drawing and Modifying Shapes
- Inserting Screen Clippings

Organize and Arrange Content

- Reordering Documents Outlines
- Arranging Objects on the Page
- Using Tables to Control Page Layout

Create Documents for Use Outside of Word

- Saving Files in Different Formats
- Creating and Modifying Web Documents

- Creating and Publishing Blog Posts

Explore More Text Techniques

- Adding Hyperlinks
- Inserting Fields
- Adding Bookmarks and Cross Reference

Use Reference Tools for Longer Documents

- Adding Footnotes and Endnotes
- Creating and Modifying Table of Contents
- Tables of Figures
- Table of Authorities

Work with Mail Merge

- Understanding mail Merge
- Preparing Data Sources
- Preparing Main Documents
- Merging Main Documents and Data Sources
- Printing Envelops
- Sending Personalized E-Mail Message to Multiple Recipients
- Creating and Printing Labels

Collaboration on Documents

- Co-authoring Documents
- Sending Documents Directly from word
- Adding and Reviewing Comments
- Tracking and Managing Document Changes
- Comparing and Merging Documents
- Password-Protecting Documents
- Controlling Changes

Word in Word More Efficiently

- Working with styles
- Changing Default Program Options

- Customizing the Ribbon
- Customising the Quick Access Toolbar