

REVIEW OF LEVEL 2

- Tabs
- Tables
- Columns/WordArt/Borders & Shading

ENVELOPES & LABELS

MAIL MERGE

- Define Main Doc / Data Source / Merged Document
- Define 6 Steps Of The Mail Merge Wizard
- Create Data Source
- Performing Different Merges Using The Same Data Source
- Fields & Address Block
- Editing The Data Source Outside The Merge
- Filter And Sort Records

MACROS

- Definition Of A Macro
- Creating
- Storing
- Running Macros
- Assigning To A Button
- Assigning To The Bottom of a Menu
- Rename Macros
- Deleting Macros

FILE LOCATIONS

- Set Defaults For Saving Files
- Set Defaults For Workgroup Templates

SORT

- Paragraphs
- Sort By 2nd Word

ADVANCED PARAGRAPH OPTIONS

- Widows / Orphans
- Keep Lines Together / Keep With Next

FOOTNOTES AND ENDNOTES

- Create & Revise
- Show Normal View & Print Layout View
- Edit / Delete

SPEAK INSTEAD OF TYPING

- WINDOWS KEY + LETTER H

REFERENCES

- Index

CHARTS

- Inserting Chart
- Moving / Sizing
- Change the Chart Type
- Formatting
- Import Data

SMARTART

- Add
- Modify
- Delete

ADVANCED SECTIONS

- Mention Odd Sections Breaks
- Different Header On Different Pages
- File path in footer

TEMPLATES

- Creating Templates
- Using a Wizard
- Using a Template
- Saving / Deleting

HYPERLINK

- Insert
- To a Bookmark / Document / E-mail address / Web Page
- Modifying An Existing Hyperlink
- Add / Modify a Screen Tip

ADVANCED FEATURES

- Send Word Document Via E-Mail

PROTECTING DOCUMENTS

- Password To Open / Modify

REFERENCES

- Custom Table Of Contents

PREPARE

- Compatibility Checker

TRANSLATE

- Into a different language
- Set Default Language