

# Microsoft Word

## Working with Documents

- Getting Started with Word
- Creating, Saving, and Closing Documents
- Opening and Viewing Existing Documents
- Deciding Which View to Use When

## Editing and Proofreading Documents

- Editing a Document
- Using Text Entry Shortcuts
- Finding the Best Word
- Using an Outline to Rearrange Paragraphs
- Finding and Replacing Text
- Checking Spelling and Grammar

## Changing the Appearance of Text

- Changing the Look of Characters
- Changing the Look of Paragraphs
- Creating and Modifying Lists
- Formatting Text as You Type
- Changing the Look of Characters and Paragraphs with Styles

## Arranging and Printing Documents

- Control a Document's Design with a Template
- Changing a Document's Background
- Changing a Document's Theme
- Previewing and Printing a Document
- Controlling What Appears on Each Page

## Presenting Information in Tables and Columns

- Presenting Information in a Table
- Formatting Table Information
- Working with Table Data
- Presenting Text in Columns

## Working with Graphics

- Creating a Diagram
- Inserting and Modifying a Picture
- Aligning a Picture with the Surrounding Text
- Creating WordArt
- Drawing and Modifying a Shape

## Working with Charts

- Inserting a Chart
- Modifying the Appearance of a Chart
- Importing Data into a Chart

## Collaborating with Others

- Tracking and Managing Document Changes
- Adding and Reviewing Comments
- Protecting a Document with a Password
- Preventing Editing or Formatting Changes
- Using E-Mail to Send a Document for Review
- Comparing and Merging Documents

## Creating Documents for the Web

- Creating and Modifying a Web Document
- Adding Hyperlinks
- Creating an XML Document

## Creating Forms

- Setting Up a Form
- Modifying and Protecting a Form
- Using a Form

## Creating Form Letters and Labels

- Understanding Mail Merge
- Preparing the Variable Data
- Preparing the Form Letter
- Merging the Data with the Form Letter
- Creating and Printing Labels

## Making Information in Longer Documents Accessible

- Managing Master Documents and Subdocuments
- Adding Bookmarks and Cross-References
- Creating and Modifying a Table of Contents
- Creating and Modifying an Index
- Summarizing a Document

## Increasing Efficiency

- Customizing a Menu
- Customizing a Toolbar
- Changing Settings for All Documents
- Creating a Macro to Automate a Task
- Editing a Macro