



Advanced Word Training Outline

Lesson 1: Tables

- Terminology
- Create A Table
- Table Options
- Insert or Delete Rows or Columns
- Straddle Headings
- Sort Data In A Table
- Table Formulas Perform Calculations
- Table Styles
- Split A Table

Lesson 2: Page Layout

- Zoom
- Views
- Orientation
- Margins
- Vertical Alignment
- Page Break
- Section Breaks
- Line Numbers
- Headers and Footers
- Columns
- Hyphenation
- Watermarks
- Borders
- Printing
- Save As PDF

Lesson 3: Images

- Insert Pictures
 - Images and Text Wrap
 - Size Images
 - Control the Position of Images
 - Compress An Image
 - Caption
 - Image Effects
- Charts
- Shapes
- Icons
- 3D Models
- SmartArt
- Screenshot
- Online Video
- Drop Cap
- Word Art
- Delete An Image

Lesson 4: References

- Bookmarks
- Cross Reference
- AutoText
- Date/Time
- Footnote
- Endnote
- Citation
- Table of Authorities
- Table of Contents
- Index

Lesson 5: Collaboration

- Passwords
- Comments
- Track Changes
- Compare

Lesson 6: Macros

- Record A Macro
- Show The Developer Tab
- Edit A Macro

Lesson 7: Mail Merge

- Documents
- Labels
- Envelopes