

**REVIEW OF LEVEL 2**

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

**MAIL MERGE**

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

**CHANGING THE TOOLBAR**

- Changing Buttons On Existing Toolbars
- Moving Toolbars
- Adding / Deleting Toolbars
- Resetting

**MACROS**

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

**CREATING / EDITING FORMS**

- Insert Fields
- Adding Choices To A Drop Down Fields
- Saving As A Template
- Edit Existing Form
- Using A Table

**PROTECTING DOCUMENTS**

- Password To Open
- Password To Modify

**VERSIONS**

- Add Comments

**TRACK CHANGES**

- Show Changes From A Specific User
- Accepting And Rejecting From Specific Users

**COMPARE AND MERGE DOCUMENTS**

**FILE LOCATIONS**

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

**SORT**

- Paragraphs
- Sort By 2nd Word

**WIDOWS / ORPHANS**

**KEEP LINES TOGETHER / KEEP WITH NEXT**

**FIND / REPLACE**

- Using Formats, Special Characters And Non-Printing Elements

**FOOTNOTES AND ENDNOTES**

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

**TABLE OF CONTENTS**

- Create
- Change Style To Make It Appear
- Update

**INDEX**

- Mark Entries / Mark All
- Create Index
- Update

**CROSS – REFERENCE**

- Using A Bookmark

**COMMENTS**

- Insert Comments
- Edit Or Delete Comments
- Show In Normal View And Print Layout

**EMBEDDED/LINKED WORKSHEETS**

- Paste As An Embedded Worksheet
- Paste As A Linked Worksheet

**INSERTING AN EXCEL FILE AS A WORKSHEET OBJECT**

- Insert Object
- Create From File
- Choose Excel File

**INSERT A EXCEL FILE AS A LINKED WORKSHEET OBJECT USING A**

## ***RANGE OF CELLS***

- Insert, File, Range, Insert As A Link

## ***CHARTS***

- Insert / Picture / Chart
- Insert / Object / Microsoft Graph Chart
- Import Data

## ***ADVANCED SECTIONS***

- Mention Odd Sections Breaks
- Different Header On Different Pages