

## **SETTING TABS**

- Left / Right / Center / Decimal / Bar
- Moving Tabs
- Changing Tabs / Clearing Tabs
- Leader Tabs

## **COLUMNS**

- Create Using a Blank Document
- Column Breaks
- Create Using an Existing Document
- From This Point Forward
- Create Balanced Columns
- Modify Column Width

## **ADVANCED FORMATTING**

- Paragraph spacing
- Character Spacing

## **ADVANCED FIND / REPLACE**

- Find Formatted Text
- Add Formatting To Text

## **BOOKMARKS**

- Create / Delete
- Go To

## **SECTION BREAKS**

- Continuous
- Next Page

## **BUILDING BLOCKS**

- Insert
- Create your Own
- Delete

## **STYLES**

- Create / Edit / Apply
- Delete A Style
- Create from Existing Text

## **ILLUSTRATIONS**

- Insert Clipart
- Moving / Resizing / Deleting
- Text Wrapping
- Shadow Style
- Compression
- Insert Picture / Inserting Shapes
- WordArt / Inserting Existing Text
- Grouping

## **TABLES**

- Insert Table
- Select Cell, Row, Column, Table
- Sizing Rows & Columns
- Formatting Tables
- Properties
- Merge / Split Cells
- Insert Rows & Columns
- Sorting
- Formulas
- Repeat Header Rows / Fixed Width Table

## **HEADERS / FOOTERS**

- Creating / Editing
- Built in Headers and Footers
- Cover Pages
- Change Start At Number
- Change Page Number Format
- Adding only Page Numbers

## **REFERENCES**

- Table Of Contents
- Captions
- Table Of Figures

## **TRACK CHANGES**

- Show Changes
- Options
- Accepting And Rejecting

## **COMPARE AND COMBINE DOCUMENTS**

## **COMMENTS**

- Insert Comments
- Edit / Delete Comments

## **CREATING / EDITING FORMS**

- Insert Fields
- Adding Choices To A Drop Down Fields
- Protecting for Fill-in

## **PREPARE**

- Properties
- Inspect
- Mark as Final