

## **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

## **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