

### ■ **Outlining:**

- Manage large documents in Outline View using the Outlining Toolbar
- Display a document at different heading levels and promote or demote text
- Apply and customise an outline numbering scheme

### ■ **Master Documents:**

- Turn a large document into a master document with links to sub-documents
- Create, manipulate, lock and remove sub-documents

### ■ **Pictures & Objects:**

- Use advanced text wrapping styles, including editing wrap points
- Crop and adjust picture images and group, align, rotate and change objects
- Add special fill, transparency, 3D and shadow effects to objects
- Embed and link objects from other Office programs, which are editable within Word

### ■ **Charts & Diagrams:**

- Create and format an Organisation Chart
- Create and format a diagram from the Diagram Gallery
- Plot chart data from scratch and also by importing data from Excel

### ■ **Track Changes:**

- Apply Track Changes & highlight text, insert comments & edit text
- Customise tracking and comment options
- Display and print documents at different markup levels

### ■ **Fields & Forms:**

- Create and protect interactive forms using the forms toolbar
- Add different types of form fields, options and help messages
- Save the form as a template and configure it to only save entered data
- Insert and update field codes and add arguments and switches

### ■ **Macros:**

- Automate Word tasks by creating and running macros
- Edit macros using the Visual Basic Editor.
- Assign macros to menu items, toolbar buttons, shortcut keys and command buttons.
- Set document macro security levels and copy macros to other templates or documents.

### ■ **File Management:**

- Copy templates between documents using the Templates & Add-Ins Organizer
- Save document versions within the same file and as web pages.