

### ■ **Styles & Formatting:**

- Create new styles for different heading levels, body text and tables
- Customise the appearance of multi-level bulleted and numbered lists
- Use the Reveal Formatting task pane to review & compare formatting attributes

### ■ **Tables:**

- Create new tables using three different methods
- Modify the structure, format and properties of the table and individual cells
- Enter and sort data and perform calculations using formulas and functions
- Convert tables to text and vice versa

### ■ **Document Structure:**

- Create a multi-column document
- Set page, column, text wrapping and different types of section breaks
- Set different headers and footers for each section
- Copy and format text into a string of linked text boxes
- Create hyperlinks to bookmarks within the document
- Set different types of tabs and indents using the ruler and dialog boxes

### ■ **Text Tools:**

- Apply AutoCorrect Options and add common text using AutoText
- Create executive summaries using the AutoSummarize feature
- Configure spelling and grammar options and manage custom dictionaries
- Take a look at research tools such as the thesaurus and language translation.

### ■ **References:**

- Generate and format a Table of Contents
- Add, edit and configure footnotes, endnotes and cross-references
- View footnotes in print layout view and the footnotes pane in normal view

### ■ **Objects & Pictures:**

- Draw, format and add text to AutoShapes
- Insert and format pictures, Clip Art and WordArt and apply different text wrapping styles

### ■ **Mail Merge:**

- Perform a basic mail merge using the Mail Merge Task pane
- Merge to letters, labels and email

### ■ **Customise Word:**

- Rearrange, rename, delete and add commands to existing toolbars and menus
- Create custom toolbars and menu items and modify the appearance of toolbar buttons
- Create and modify special keyboard shortcuts for frequently used commands