

Creating and Modifying Templates

- Apply Styles
- Modify Styles
- Create User-Defined Styles
- Create a Template from an Existing Document

Managing Tables and Table Data in Documents

- Convert Tabbed Text into a Table
- Merge Cells in a Table
- Open an Excel Table in Word
- Sort Table Data
- Perform Calculations in Tables
- Create and Modify a Chart Based on Word Table Data
- Link Excel Data in a Word Table

Adding Graphics

- Insert a Clip Art Image
- Add an AutoShape
- Insert WordArt
- Insert an Organizational Chart

Creating a Newsletter

- Create a Document Section
- Format Text into Newsletter Columns
- Control Column Text Flow
- Wrap Text Around a Graphic
- Create Envelopes and Labels

Sending Form Letters

- Select the Main Document Type
- Select the Data Source
- Insert Merge Fields
- Merge and Preview Form Letters
- Create Mailing Labels

Creating a Web Page

- Create a Web Page Using a Template
- Preview a Web Page in a Browser
- Create a Hyperlink in a Web Page