

Creating and Distributing Forms

- Create a Form Template
- Insert Fields in a Form Template
- Protect the Form
- Test a Form

Automating Tasks

- Run Macros
- Record a Macro
- Edit a Macro
- Create Toolbar Buttons
- Create Custom Menus

Referencing Document Information

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Create Cross-References

Preparing a Document for Publication

- Set Book Margins
- Create Custom Headers and Footers
- Compile a Table of Contents
- Index the Document
- Create a Master Document

Revising Documents

- Create Document Versions
- Distribute a Document Track Changes to a Document
- Review Document Changes

Modifying an HTML Page

- Save Word Documents as Web Pages
- Edit Web Pages in Word
- Insert Scrolling Text
- Place a Movie Clip in a Web Page
- Insert a Background Sound