

Microsoft Word Advanced

Module 3.1: Advanced Styles Lesson A. The AutoFormat Feature	<ul style="list-style-type: none"> • A-1: Using AutoFormat to Apply Styles • A-2: AutoFormat and Review Each Change • A-3: Using the AutoFormat as You Type Feature
Lesson B. Linking Styles	<ul style="list-style-type: none"> • B-1: Creating a New Style Based on an Existing Style • B-2: Changing a Base Style • B-3: Setting Styles for Consecutive Paragraphs
Lesson C. Replacing Styles and Other Items	<ul style="list-style-type: none"> • C-1: Searching for and Replacing Styles • C-2: Replacing Formatting
Module 3.2: Creating a form Template Lesson A. Forms and Fields	<ul style="list-style-type: none"> • A-1: Inserting Fill-In Fields and Saving the Form as a Template • A-2: Adding Text Form Fields • A-3: Adding a Drop-Down Form Field • A-4: Adding Check-Box Form Fields
Lesson B. Protecting and Using a Form Template	<ul style="list-style-type: none"> • B-1: Protecting a Form • B-2: Testing a Form and Protecting a Document • B-3: Updating a Fill-In Field In a Protected Document
Module 3.3: Using Graphic Effects Lesson A. Working with Dropped Capital Letters (Drop Caps) and Watermarks	<ul style="list-style-type: none"> • A-1: Observing and Applying a Drop Cap • A-2: Creating a Watermark From a Piece of Clip Art
Lesson B. Inserting and Editing WordArt	<ul style="list-style-type: none"> • B-1: Inserting a WordArt Object • B-2: Editing a WordArt Object
Lesson C. Drawing in a Document	<ul style="list-style-type: none"> • C-1: Drawing Lines • C-2: Drawing and Positioning an AutoShape • C-3: Modifying a Drawn Object • C-4: Drawing and Formatting a Text Box • C-5: Adding Text To a Drawn Object and Creating Callouts • C-6: Grouping a Drawing and Aligning It on a Page
Module 3.4: Working with Large Documents Lesson A. Creating a Table of Contents	<ul style="list-style-type: none"> • A-1: Creating a table of contents • A-2: Updating and modifying a table of contents
Lesson B. Footnotes and Endnotes	<ul style="list-style-type: none"> • B-1: Creating a footnote • B-2: Creating an endnote • B-3: Edit and delete footnotes and endnotes
Lesson C. Bookmarks	<ul style="list-style-type: none"> • C-1: Creating a bookmark • C-2: Viewing and deleting a bookmark
Lesson D. Cross-References	<ul style="list-style-type: none"> • D-1: Creating and using a cross-reference
Lesson E. Using a Concordance File to Index	<ul style="list-style-type: none"> • E-1: Editing a concordance file • E-2: Using the concordance file to mark index entries • E-3: Formatting, generating, and updating the index
Lesson F. Preparing to Print	<ul style="list-style-type: none"> • F-1: Creating different headers and footers for odd and even pages • F-2: Applying page and paragraph borders and shading • F-3: Using mirror and gutter margins
Module 3.5: Managing Document Changes Lesson A. Using Different Versions of a Document	<ul style="list-style-type: none"> • A-1: Looking at multiple versions of a document • A-2: Creating more than one version of a document
Lesson B. Tracking Changes to a Document	<ul style="list-style-type: none"> • B-1: Tracking Changes While Editing a Document
Lesson C. Using Highlights and Comments	<ul style="list-style-type: none"> • C-1: Highlighting text for emphasis • C-2: Viewing comments • C-3: Inserting and editing comments • C-4: Deleting a comment • C-5: Printing comments
Lesson D. Comparing Similar Documents	<ul style="list-style-type: none"> • D-1: Comparing two documents • D-2: Reviewing changes • D-3: Merging Documents
Module 3.6: Preparing Word Documents for an Intranet Lesson A. Creating Hyperlinks Using Bookmarks	<ul style="list-style-type: none"> • A-1: Creating hyperlinks to internal bookmarks and headings • A-2: Creating hyperlinks to external bookmarks in other files • A-3: Saving a Web page and setting Web options

Lesson B. Viewing and Editing a Web Page	<ul style="list-style-type: none">• B-1: Viewing a Web page and editing its code• B-2: Editing a Word document in Internet Explorer 5• B-3: Round-tripping a Word document
Lesson C. Inserting Multimedia Elements into Your Web Pages	<ul style="list-style-type: none">• C-1: Inserting scrolling text• C-2: Placing a movie clip in a Web page• Optional Task C-3: Inserting sound into a Web page