

Microsoft Word Intermediate

Module 2.1: Working with Sections Lesson A. Creating Sections	<ul style="list-style-type: none"> • A-1: Inserting a Section Break • A-2: Adjusting a Section's Margins and Vertical Alignment • A-3: Suppressing the Header and Footer
Lesson B. Newspaper Columns	<ul style="list-style-type: none"> • B-1: Formatting Text Into Newspaper Columns • B-2: Balancing Columns With a Column Break • B-3: Creating a Banner Heading
Lesson C. Using Sections to Change Page Orientation	<ul style="list-style-type: none"> • C-1: Changing A Section's Page Orientation
Module 2.2: Managing Tables and Table Data Lesson A. Creating And Formatting Tables	<ul style="list-style-type: none"> • A-1: Converting Tabbed Text Into a Table • A-2: Aligning Text Within a Table • A-3: Centering a Table and Changing Multiple Column Widths • A-4: Merging Cells In a Table • A-5: Adding Borders and Shading • A-6: Changing Text Direction within Table Cells
Lesson B. Working With Table Data	<ul style="list-style-type: none"> • B-1: Sorting Table Data • B-2: Adding Up Table Data and Repeating the Formula • B-3: Creating a Chart Based on Data In a Word Table • B-4: Excluding Data From a Chart
Lesson C. Drawing Your Own Table	<ul style="list-style-type: none"> • C-1: Using the Tables and Borders Toolbar to Draw a Table • C-2: Inserting and Resizing a Graphic • C-3: Using the Office Clipboard to Collect and Paste • C-4: Using AutoFormat to Modify a Table
Lesson D. Link and Embed Excel Data	<ul style="list-style-type: none"> • D-1: Linking Excel Data As a Word Table • D-2: Embedding an Excel Worksheet In a Word Table
Module 2.3: Using Mail Merge Lesson A. Creating a Mail Merge Document	<ul style="list-style-type: none"> • A-1: Creating the Main Document • A-2: Creating a Data Source and Removing Fields from the Header Row • A-3: Adding a New Field and Renaming an Existing One • A-4: Completing the Data Source
Lesson B. Completing a Main Document	<ul style="list-style-type: none"> • B-1: Inserting Merge Fields and Text Into the Main Document
Lesson C. The Merge	<ul style="list-style-type: none"> • C-1: Merging the Data Source With the Main Document
Lesson D. Sorting and Filtering Merges	<ul style="list-style-type: none"> • D-1: Sorting a Data Source Using Query Options • D-2: Filtering Data in Mail Merge • D-3: Clearing Query Options
Lesson E. Using An Alternative Data Source To Create Mailing Labels	<ul style="list-style-type: none"> • E-1: Creating Mailing Labels Based On An Excel Data Source
Module 2.4: Styles and AutoText Lesson A. Applying and Displaying Styles	<ul style="list-style-type: none"> • A-1: Applying Paragraph Styles and Repeating Them • A-2: Displaying and Adjusting the Style Area
Lesson B. Creating Custom Styles	<ul style="list-style-type: none"> • B-1: Using Click and Type; Creating a New Style • B-2: Creating a Character Style Using Existing Text • B-3: Assigning a Shortcut Key To a Style
Lesson C. Making Changes To Styles	<ul style="list-style-type: none"> • C-1: Modifying a Style • C-2: Applying Formatting Manually to Override a Style • C-3: Deleting a Style
Lesson D. Using Heading Styles to Organize a Document	<ul style="list-style-type: none"> • D-1: Creating an Outline With Styles and Organizing It in Outline View
Lesson E. AutoText Entries	<ul style="list-style-type: none"> • E-1: Creating and Inserting an AutoText Entry • E-2: Deleting an AutoText Entry
Module 2.5: Introduction to Templates Lesson A. Templates at a Glance	<ul style="list-style-type: none"> • A-1: Discussing the Normal Template • A-2: Using the Style Gallery
Lesson B. Using Templates	<ul style="list-style-type: none"> • B-1: Creating a New Document Based on a Template • B-2: Creating a Template from an Existing Document
Lesson C. Creating a New Fax Cover Sheet Based on a Template	<ul style="list-style-type: none"> • C-1: Using the Fax Wizard to Create a Fax Cover Sheet
Module 2.6: Introduction to Macros	<ul style="list-style-type: none"> • A-1: Running a Macro

Lesson A. Running and Recording Macros	<ul style="list-style-type: none"> • A-2: Recording a Macro
Lesson B. Working with Existing Macros	<ul style="list-style-type: none"> • B-1: Editing a Macro • B-2: Testing an Edited Macro; Renaming a Macro
Lesson C. Custom Toolbars	<ul style="list-style-type: none"> • C-1: Creating a Custom Toolbar • C-2: Adding a Macro To a Toolbar • C-3: Deleting a Macro, Button, and Toolbar • C-4: Copying, Renaming, and Deleting a Macro Project
Module 2.7: The Internet and the Web Lesson A. About the Internet, the Web, and Email	<ul style="list-style-type: none"> • A-1: Discussing the Internet, the Web and Email
Lesson B. Creating a Web Page Based on a Template	<ul style="list-style-type: none"> • B-1: Creating a New Web Page Based on the Simple Layout Template
Lesson C. Adding Hyperlinks to A Web Page	<ul style="list-style-type: none"> • C-1: Inserting a Hyperlink in a Web Page • C-2: Editing a Hyperlink
Lesson D. Adding Graphical Elements to a Web Page	<ul style="list-style-type: none"> • D-1: Using Clip Art and Picture Bullets