



MS Word

Level 3

YOUR PARTNER IN EXCELLENCE

Working with document sections

- ❖ Inserting a section break
- ❖ Removing a section break
- ❖ Setting section margins and page orientation
- ❖ Modifying section headers and footers
- ❖ Modifying page numbers in a section footer

Working with longer documents

- ❖ Creating a table of contents
- ❖ Creating an index
- ❖ Adding footnotes and endnotes
- ❖ Using bookmarks
- ❖ Adding cross-references
- ❖ Creating captions
- ❖ Creating a table of figures
- ❖ Creating a document outline
- ❖ Creating and using quick parts
- ❖ Creating a master document
- ❖ Inserting subdocuments into a master document
- ❖ Viewing documents side by side
- ❖ Using the navigation pane

Workgroup collaboration

- ❖ Track changes to a document
- ❖ Accept/reject changes to a document
- ❖ Inserting comments into a document
- ❖ Password protecting a document

Working with forms

- ❖ Creating a form
- ❖ Adding a text field to a form
- ❖ Adding a date picker field to a form
- ❖ Adding a check box to a form
- ❖ Adding a drop-down list to a form
- ❖ Adding help to form fields
- ❖ Protecting a form
- ❖ Using a form template

Working with macros

- ❖ Recording a macro
- ❖ Running a macro
- ❖ Saving a document with macros
- ❖ Opening a document with macros
- ❖ Editing a macro
- ❖ Adding a macro to the quick access toolbar