



# MS Word

## Level 2

**YOUR PARTNER IN EXCELLENCE**

### **Working with paragraphs**

- ❖ Setting tabs with the ruler
- ❖ Changing tabs
- ❖ Setting tabs using the tabs dialog box
- ❖ Creating a bulleted list
- ❖ Creating a numbered list

### **Columns and tables**

- ❖ Creating columns
- ❖ Adding a column break
- ❖ Modifying column layout
- ❖ Creating a table
- ❖ Inserting rows and columns
- ❖ Deleting rows and columns
- ❖ Modifying table borders
- ❖ Adjusting column width in a table
- ❖ Adjusting row height in a table
- ❖ Formatting a table
- ❖ Merging and splitting cells
- ❖ Changing text orientation and alignment
- ❖ Converting text to a table
- ❖ Applying cell shading to a table

### **Using mail merge**

- ❖ Setting up a merge letter
- ❖ Selecting recipients from a data source
- ❖ Writing your letter
- ❖ Previewing your letter
- ❖ Completing the merge
- ❖ Creating a recipient list
- ❖ Merging labels
- ❖ Merging envelopes

## **Templates and styles**

- ❖ Using existing templates
- ❖ Applying quick styles
- ❖ Changing the style set
- ❖ Creating a style set
- ❖ Creating a new style
- ❖ Modifying a style
- ❖ Managing styles

## **Working with graphics**

- ❖ Adding clip art
- ❖ Adding a picture from a file
- ❖ Adding shapes
- ❖ Formatting drawing objects
- ❖ Resizing and moving objects
- ❖ Cropping images
- ❖ Inserting wordart
- ❖ Inserting smartart
- ❖ Inserting an organization chart
- ❖ Modifying an organization chart
- ❖ Taking a screenshot