

Advanced Applications of Word

What You Will Learn.....	1
Working with Columns.....	2
Setting Up Columns.....	2
Applying Columns to Specific Sections.....	3
Using the Columns Dialog Box.....	4
Creating Spanner Heads.....	5
Controlling Column Breaks.....	6
Exercise 1.....	7
Balancing the Length of Columns.....	8
Adding Vertical Lines Between Columns.....	8
Creating Columns of Unequal Width.....	8
Exercise 2.....	10
Adding Borders to Paragraphs and Pages.....	11
Adding a Line Between Paragraphs.....	11
Creating a Border for All or Part of a Document.....	13
Adding Shading.....	14
Creating Page and Art Borders.....	16
Exercise 3.....	18
Using Styles.....	19
Understanding the Types of Styles.....	19
Applying Styles.....	20
Changing the Theme and Style Set.....	25
Creating a New Style.....	27
Modifying a Style.....	31
Deleting a Style.....	34
Creating a Table of Contents.....	34
Using the Navigation Pane.....	37
Exercise 4.....	42
Creating and Using Templates.....	43
Creating a Template.....	43
Editing Templates.....	45
Using a Custom Template.....	45
Deleting a Template.....	45
Modifying the Default Template.....	46
Exercise 5.....	48

Working with Macros	49
Deciding to Use a Macro	49
Recording a Macro.....	50
Running the Macro	53
Replacing or Deleting a Macro	54
Exercise 6.....	55
Working with Building Blocks	57
Creating a Building Block	57
Inserting a Building Block from the Quick Parts Gallery.....	59
Using the Building Blocks Organizer (Optional)	61
Reviewing and Sharing Documents.....	62
Inserting Comments	62
Tracking Changes	65
Printing Comments and Tracked Changes.....	69
Protecting Your Document	70
Marking a Document as Final.....	74
Exercise 7.....	76
Inserting Shapes and Using Drawing Tools.....	77
Drawing a Line	77
Manipulating the Line.....	78
Drawing a Box	82
Formatting the Box	83
Exercise 8.....	89
Working with Images.....	90
Locating and Inserting Online Pictures.....	90
Inserting Pictures from Your Computer	92
Using the Screenshot Button.....	92
Using the Picture Tools.....	93
Resizing the Image.....	93
Wrapping Text	94
Positioning a Floating Image	97
Appendix A: Embedding and Linking Data Using Word and Excel.....	100
Appendix B: Using WordArt for Special Effects	101
Appendix C: Using Smart Lookup	103
Appendix D: Removing Picture Backgrounds.....	104
Appendix E: Solutions to Exercises.....	105