

**Chapter 1: Formatting Long Documents**

You will learn:

- Using text flow options.
- Entering/inserting summary information.
- Creating section headers and footers.
- Viewing the document map.

**Chapter 2: Creating a Table of Contents**

You will learn:

- Generating a table of contents.
- Using custom styles.
- Viewing the TOC field code.
- Updating a table of contents.
- Inserting/using TC field codes.

**Chapter 3: Creating an Index**

You will learn:

- Using an index.
- Creating main entries.
- Creating index subentries.
- Typing index entries.
- Cross referencing index entries.
- Generating an index.
- Viewing the index field code.
- Updating an index.

**Chapter 4: Creating Master Documents**

You will learn:

- Using a master document.
- Inserting/collapsing/opening subdocuments.



**Chapter 5: Using Mail Merge**

You will learn:

- Working with mail merge.
- Identifying the main document.
- Creating a data source.
- Adding/removing/rearranging fields to a data source.
- Saving a data source.
- Entering data records in a data source.
- Inserting merge fields into a document.
- Previewing merged data.
- Merging to a new document.
- Sorting records to be merged.
- Merging to the printer.

**Chapter 6: Sorting Table Data**

You will learn:

- Designing a table to be sorted.
- Sorting a table – alphabetically, numerically, by date, by multiple columns.

**Chapter 7: Macros**

You will learn:

- Recording, editing, and running a macro.
- Deleting a macro.
- Adding a macro button to a toolbar.
- Organizing macro projects.

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**Chapter 8: Tracking Revisions**

You will learn:

- Enabling/disabling change tracking.
- Setting change tracking options.
- Disabling change tracking.
- Routing/merging documents.
- Reviewing tracked changes.
- Accepting/rejecting all changes.
- Saving/opening versions of a file.



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