

Chapter 1: Setting Tabs

You will learn:

- Using tab stops.
- Setting tab stops.
- Deleting, moving, and clearing tab.

Chapter 2: Indenting Paragraphs

You will learn:

- Changing the left indent.
- Indenting the first line.
- Creating different types of indents - hanging and right.

Chapter 3: Numbers and Bullets

You will learn:

- Creating lists - numbered and bulleted.
- Adding/removing numbers or bullets to text.
- Deleting/deleting a numbered or bulleted item.
- Changing a bullet or number style.

Chapter 4: Headers and Footers

You will learn:

- Creating headers and footers.
- Inserting the current page number.
- Inserting the current date.
- Creating a first page header/footer.
- Alternating odd and even headers/footers.
- Setting the starting page number.


TM

Chapter 5: Using Section Breaks

You will learn:

- Working with section breaks.
- Inserting a next page break.
- Formatting a section.
- Inserting a continuous break.
- Inserting an odd/even page break.
- Removing a section break.
- Inserting automatic section breaks.
- Modifying a section break.

Chapter 6: Using Styles

You will learn:

- Applying a paragraph style.
- Creating a paragraph style.
- Editing an existing style.
- Deleting a style.

Chapter 7: Inserting Dates and Symbols

You will learn:

- Inserting the date and time.
- Inserting symbols.
- Inserting special characters.

Chapter 8: Working with Tables

You will learn:

- Creating a table.
- Navigating a table.
- Entering text into a table.
- Inserting a blank line.
- Using table autoformat.
- Hiding and showing gridlines.
- Using the draw table button.
- Converting existing text into a table.

Chapter 9: Editing a Table

You will learn:

- Selecting table components/entire table.
- Inserting rows and columns in a table.
- Merging cells.
- Rotating text in a table.
- Managing column and row properties. alignment, even distribution, and splitting cells.
- Deleting columns and rows.
- Converting a table into text.
- Placing headings on all pages.

Chapter 10: Borders and Shading

You will learn:

- Using borders and shading.
- Adding/removing a border to a page and table.
- Adding/removing shading.

Chapter 11: Newspaper Columns

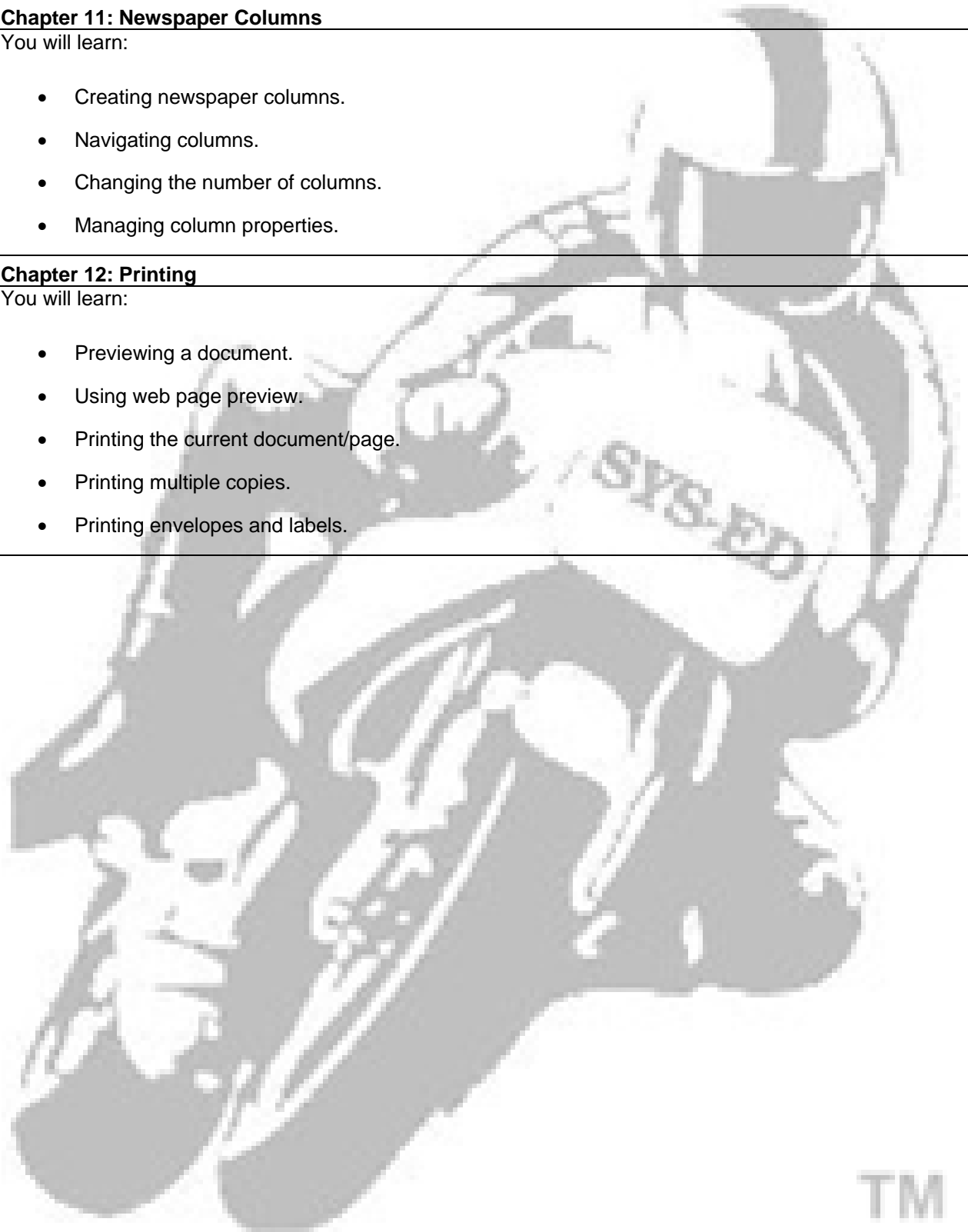
You will learn:

- Creating newspaper columns.
- Navigating columns.
- Changing the number of columns.
- Managing column properties.

Chapter 12: Printing

You will learn:

- Previewing a document.
- Using web page preview.
- Printing the current document/page.
- Printing multiple copies.
- Printing envelopes and labels.



TM