

**Chapter 1: Graphics and Watermarks**

You will learn:

- Inserting a graphic.
- Repositioning/resizing a graphic.
- Inserting a watermark.
- Changing the shading of a watermark.
- Adding watermark text.
- Designating watermark placement.
- Suppressing/deleting a watermark.

**Chapter 2: Footnotes and Comments**

You will learn:

- Creating a footnote in a document.
- Editing the text in a footnote.
- Changing the footnote numbering method.
- Changing the line separator position / length.
- Deleting a footnote.
- Creating a comment.
- Viewing a comment in a document.
- Editing a comment.
- Converting a comment into text.
- Converting text into a comment.

**Chapter 3: Creating a Table of Contents**

You will learn:

- Defining a table of contents.
- Marking text for a table of contents.
- Generating a table of contents.



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**Chapter 4: Creating Index**

You will learn:

- Defining an index.
- Marking text for a two level index.
- Generating an index.
- Creating/using a concordance file.

**Chapter 5: Working with Tables**

You will learn:

- Creating a table.
- Navigating a table using the mouse/keyboard.
- Entering text into a table.
- Selecting cells with the keyboard/mouse.
- Joining multiple cells using QuickJoin.
- Adding/deleting a column or row to a table.
- Changing the width of a column.
- Adding data in a table using QuickSum.
- Using the table SpeedFormat dialog box.

**Chapter 6: Advanced Page Formatting**

You will learn:

- Using widow/orphan control.
- Using block protect.
- Using conditional end of page.
- Centering text on a page.
- Disabling centering.



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**Chapter 7: Using Graphics Boxes**

You will learn:

- Inserting graphics files into a document.
- Using the drag to create feature.
- Changing the contents of a graphics box.
- Selecting a graphics box for editing.
- Sizing a graphics box.
- Positioning a graphic on the page.
- Changing a border style.
- Adding a fill style to a graphics box.
- Changing advanced options for a graphic.
- Creating a custom graphics box.

**Chapter 8: Working with Images**

You will learn:

- Displaying the image tools palette.
- Modifying a graphics image.
- Drawing an object in a document.
- Changing properties of a drawn object.
- Changing the layering order of an object.
- Adding an arrowhead to a drawn line.

**Chapter 9: Using Textart**

You will learn:

- Creating/formatting a Textart object.
- Editing a Textart object.
- Saving a Textart object as a .wpg file.



**Chapter 10: Using Merge**

You will learn:

- Creating a data file definition.
- Defining fields in a data text file.
- Entering data for a data file definition.
- Saving a data file.
- Creating a form file.
- Typing the common text for the document.
- Merging a data file with a form file.
- Converting documents into form files.

**Chapter 11: Working with Macros**

You will learn:

- Playing macros included with WordPerfect.
- Recording a named macro.
- Creating/playing a [ctrl+shift+key] macro.
- Playing a named macro.
- Deleting a macro.