

### Using Word Automatics

1. Creating AutoText Entries
2. Using AutoText Entries
3. Creating AutoComplete Entries
4. Using AutoComplete Entries
5. Using AutoCorrect
6. Adding AutoCorrect Entries
7. AutoFormatting Text
8. AutoFormatting As You Type
9. Adding AutoText To A Template

### Drawing Tables

1. Drawing A Table
2. Evenly Spacing Table Lines
3. Nesting A Table

### Table Features

1. Creating A Table From Text
2. Creating Formulas
3. Updating Calculations
4. Sorting Table Data
5. Merging Cells
6. Splitting Cells
7. Table Gridlines
8. Inserting An External Table
9. Table Properties
10. Changing Table Alignment
11. Wrapping Text Around A Table
12. Changing Row Height
13. Changing Column Widths
14. Changing Text Alignment In A Table
15. Stretching And Dragging Tables
16. Changing Text Direction
17. Creating A Repeating Header Row

### Merging Techniques

1. Performing A Conditional Merge
2. Sorting A Merge
3. Merging From Another Data Source
4. Using IF For Merging
5. Skipping Records
6. Merging Statistics
7. Merge Fields That Prompt For Information
8. Merging With Prompts

### Using Styles

1. Styles
2. Applying Existing Styles
3. Creating A New Style
4. Manually Modifying A Style
5. Styles By Example
6. Automatically Modifying Styles

### Managing Styles

1. Copying Styles To Another Document
2. Applying Copied Styles
3. Saving A Style To The Active Template
4. The Style Gallery
5. Changing The Root Style

### Sections

1. Inserting A Next Page Section Break
2. Inserting A Continuous Section Break
3. Controlling Odd And Even Section Breaks

### Headers And Footers

1. Creating Headers
2. Creating Footers
3. Formatting Headers And Footers
4. Changing First Page Headers And Footers
5. Creating Odd And Even Pages
6. Creating Section Headers

### Columns

1. Creating Columns
2. Specifying Columns Settings
3. Balancing Column Text

### Longer Documents

1. Bookmarks
2. Creating Footnotes
3. Creating Endnotes
4. Converting Footnotes And Endnotes
5. Modifying Footnotes And Endnotes
6. Deleting Footnotes And Endnotes
7. Creating A Table Of Contents
8. Navigating Using A Table of Contents
9. Updating A Table Of Contents
10. Updating Page Numbering
11. Marking Index Entries
12. Creating A Concordance File
13. Using A Concordance File
14. Deleting Unwanted Index Entries
15. Creating An Index
16. Marking Citations
17. Generating A Table Of Authorities

### Outlining

1. Creating A New Document In Outline View
2. Working With An Outline
3. Outline Numbering
4. Outlining An Existing Document
5. The Document Map
6. Assigning Outline Levels To Paragraphs

### Fields

1. Document Information Fields
2. Working With Fields
3. Formula Fields
4. Unlinking Fields
5. Updating Fields When Printing
6. Printing Field Codes

### Prompting Fields

1. Using The FILLIN Field
2. Typing Fields Into A Document
3. Activating Fields

### Macros

1. Understanding Word Macros
2. Setting A Macro Security Level
3. Recording A Simple Macro
4. Running A Macro
5. Assigning A Macro To A Toolbar
6. Modifying A Macro Tool
7. Assigning A Macro To A Menu
8. Assigning A Macro To A ShortCut Menu
9. Creating A Custom Pull-Down Menu
10. The Many Ways Of Running A Macro
11. Editing A Macro
12. Deleting A Macro
13. Removing References To Macros
14. Creating A Macrobutton Field.

