



Word II (Advanced) Proficiencies

Customizing Paragraphs

- Control pagination
- Sort paragraphs in lists and tables

Formatting Documents

- Create and format document sections
- Create and apply character and paragraph styles
- Create and update document indexes and tables of contents, figures, and authorities
- Create cross-references
- Add and revise endnotes and footnotes
- Create and manage master documents and subdocuments
- Move within documents
- Create and modify forms using various form controls
- Create forms and prepare forms for distribution

Customizing Tables

- Use Excel data in tables
- Perform calculations in Word tables

Creating and Modifying Graphics

- Create, modify, and position graphics
- Create and modify charts using data from other applications
- Align text and graphics

Customizing Word

- Create, edit, and run macros
- Customize menus and toolbars
- Speech to text
- Narration

Workgroup Collaboration

- Track, accept, and reject changes to documents
- Merge input from several reviewers
- Insert and modify hyperlinks to other documents and Web pages
- Create and edit Web documents in Word
- Create document versions
- Protect documents



- Define and modify default file locations for workgroup templates
- Attach digital signatures to documents

Using Mail Merge

- Merge letters with a Word, Excel, or Access data source
- Merge labels with a Word, Excel, or Access data source
- Use Outlook data as mail merge data source

Working with Forms

- Text form fields
- Check box form fields
- Drop down form fields
- Protecting for online use
- Printing and saving forms