

## Getting the Most Out of Word

### Using Templates and Wizards

- ◆ What is a Template?
- ◆ Using a Word Template to Create a Fax
- ◆ Creating a new Template
- ◆ Using a new Template
- ◆ Using a Wizard to create a Newsletter

### Using Styles

- ◆ Defining Styles
- ◆ Creating and Applying Styles
- ◆ Editing Styles
- ◆ Merging Styles from one Document to Another

### Creating a Table of Contents & Index

- ◆ Creating a TOC based on Styles
- ◆ Updating a TOC
- ◆ Creating a TOC from Outline Levels
- ◆ Creating a TOC from manually marked entries
- ◆ Creating an Index
- ◆ Updating an Index

### Using Sections

- ◆ Understanding what a section is
- ◆ Understanding the types of Sections
- ◆ Creating a next page section break
- ◆ Deleting a section break
- ◆ Using Sections with headers and Footers
- ◆ Changing a Section header
- ◆ Changing Page Numbering
- ◆ Using Continuous Section Breaks

### Using Macros

- ◆ Creating a Macro
- ◆ Running a Macro

### Toolbars, Menu and Shortcut Keys

- ◆ Customizing the Toolbars and menus
- ◆ Adding commands and Macros to a toolbar
- ◆ Customizing a Menu
- ◆ Shortcut Keys