

## Microsoft Word Advanced

<b>Module 3.1: Advanced Styles</b> <b>Lesson A. The AutoFormat Feature</b>	<ul style="list-style-type: none"> <li>• A-1: Using AutoFormat to Apply Styles</li> <li>• A-2: AutoFormat and Review Each Change</li> <li>• A-3: Using the AutoFormat as You Type Feature</li> </ul>
<b>Lesson B. Linking Styles</b>	<ul style="list-style-type: none"> <li>• B-1: Creating a New Style Based on an Existing Style</li> <li>• B-2: Changing a Base Style</li> <li>• B-3: Setting Styles for Consecutive Paragraphs</li> </ul>
<b>Lesson C. Replacing Styles and Other Items</b>	<ul style="list-style-type: none"> <li>• C-1: Searching for and Replacing Styles</li> <li>• C-2: Replacing Formatting</li> </ul>
<b>Module 3.2: Creating a form Template</b> <b>Lesson A. Forms and Fields</b>	<ul style="list-style-type: none"> <li>• A-1: Inserting Fill-In Fields and Saving the Form as a Template</li> <li>• A-2: Adding Text Form Fields</li> <li>• A-3: Adding a Drop-Down Form Field</li> <li>• A-4: Adding Check-Box Form Fields</li> </ul>
<b>Lesson B. Protecting and Using a Form Template</b>	<ul style="list-style-type: none"> <li>• B-1: Protecting a Form</li> <li>• B-2: Testing a Form and Protecting a Document</li> <li>• B-3: Updating a Fill-In Field In a Protected Document</li> </ul>
<b>Module 3.3: Using Graphic Effects</b> <b>Lesson A. Working with Dropped Capital Letters (Drop Caps) and Watermarks</b>	<ul style="list-style-type: none"> <li>• A-1: Observing and Applying a Drop Cap</li> <li>• A-2: Creating a Watermark From a Piece of Clip Art</li> </ul>
<b>Lesson B. Inserting and Editing WordArt</b>	<ul style="list-style-type: none"> <li>• B-1: Inserting a WordArt Object</li> <li>• B-2: Editing a WordArt Object</li> </ul>
<b>Lesson C. Drawing in a Document</b>	<ul style="list-style-type: none"> <li>• C-1: Drawing Lines</li> <li>• C-2: Drawing and Positioning an AutoShape</li> <li>• C-3: Modifying a Drawn Object</li> <li>• C-4: Drawing and Formatting a Text Box</li> <li>• C-5: Adding Text To a Drawn Object and Creating Callouts</li> <li>• C-6: Grouping a Drawing and Aligning It on a Page</li> </ul>
<b>Module 3.4: Working with Large Documents</b> <b>Lesson A. Creating a Table of Contents</b>	<ul style="list-style-type: none"> <li>• A-1: Creating a table of contents</li> <li>• A-2: Updating and modifying a table of contents</li> </ul>
<b>Lesson B. Footnotes and Endnotes</b>	<ul style="list-style-type: none"> <li>• B-1: Creating a footnote</li> <li>• B-2: Creating an endnote</li> <li>• B-3: Edit and delete footnotes and endnotes</li> </ul>
<b>Lesson C. Bookmarks</b>	<ul style="list-style-type: none"> <li>• C-1: Creating a bookmark</li> <li>• C-2: Viewing and deleting a bookmark</li> </ul>
<b>Lesson D. Cross-References</b>	<ul style="list-style-type: none"> <li>• D-1: Creating and using a cross-reference</li> </ul>
<b>Lesson E. Using a Concordance File to Index</b>	<ul style="list-style-type: none"> <li>• E-1: Editing a concordance file</li> <li>• E-2: Using the concordance file to mark index entries</li> <li>• E-3: Formatting, generating, and updating the index</li> </ul>
<b>Lesson F. Preparing to Print</b>	<ul style="list-style-type: none"> <li>• F-1: Creating different headers and footers for odd and even pages</li> <li>• F-2: Applying page and paragraph borders and shading</li> <li>• F-3: Using mirror and gutter margins</li> </ul>
<b>Module 3.5: Managing Document Changes</b> <b>Lesson A. Using Different Versions of a Document</b>	<ul style="list-style-type: none"> <li>• A-1: Looking at multiple versions of a document</li> <li>• A-2: Creating more than one version of a document</li> </ul>
<b>Lesson B. Tracking Changes to a Document</b>	<ul style="list-style-type: none"> <li>• B-1: Tracking Changes While Editing a Document</li> </ul>
<b>Lesson C. Using Highlights and Comments</b>	<ul style="list-style-type: none"> <li>• C-1: Highlighting text for emphasis</li> <li>• C-2: Viewing comments</li> <li>• C-3: Inserting and editing comments</li> <li>• C-4: Deleting a comment</li> <li>• C-5: Printing comments</li> </ul>
<b>Lesson D. Comparing Similar Documents</b>	<ul style="list-style-type: none"> <li>• D-1: Comparing two documents</li> <li>• D-2: Reviewing changes</li> <li>• D-3: Merging Documents</li> </ul>
<b>Module 3.6: Preparing Word Documents for an Intranet</b> <b>Lesson A. Creating Hyperlinks Using Bookmarks</b>	<ul style="list-style-type: none"> <li>• A-1: Creating hyperlinks to internal bookmarks and headings</li> <li>• A-2: Creating hyperlinks to external bookmarks in other files</li> <li>• A-3: Saving a Web page and setting Web options</li> </ul>

<b>Lesson B. Viewing and Editing a Web Page</b>	<ul style="list-style-type: none"><li>• B-1: Viewing a Web page and editing its code</li><li>• B-2: Editing a Word document in Internet Explorer 5</li><li>• B-3: Round-tripping a Word document</li></ul>
<b>Lesson C. Inserting Multimedia Elements into Your Web Pages</b>	<ul style="list-style-type: none"><li>• C-1: Inserting scrolling text</li><li>• C-2: Placing a movie clip in a Web page</li><li>• Optional Task C-3: Inserting sound into a Web page</li></ul>