
MICROSOFT WORD XP LEVEL 4

LESSON 1 - WORKING WITH TABLES.....	1
Creating a Table	2
Navigating a Table	3
Entering Text into a Table.....	5
Inserting a Blank Line	5
Using Table AutoFormat.....	6
Hiding and Showing Gridlines	9
Using the Draw Table Button.....	10
Converting Existing Text into a Table	12
Exercise	15
Working with Tables.....	15
LESSON 2 - EDITING A TABLE.....	17
Selecting Table Components.....	18
Selecting the Entire Table	19
Inserting Rows and Columns into a Table.....	20
Merging Cells	22
Rotating Text in a Table.....	24
Changing Column Width and Row Height.....	25
Aligning Table Text	27
Distributing Rows and Columns Evenly	28
Splitting Cells	30
Deleting Columns and Rows	31
Setting Table Properties	32
Converting a Table into Text.....	36
Placing Headings on All Pages.....	37
Exercise	39
Editing a Table	39
LESSON 3 - SORTING TABLE DATA	41
Designing a Table to be Sorted	42
Sorting a Table Alphabetically	42
Sorting a Table Numerically	44

Sorting a Table by Date	46
Sorting a Table by Multiple Columns	47
Exercise	50
Sorting Table Data	50
LESSON 4 - USING FORMULAS IN TABLES.....	51
Creating a Formula in a Table Cell	52
Using a Function in a Table Cell	54
Formatting the Result of a Formula.....	56
Displaying Field Codes	57
Recalculating Formulas in a Table	59
Exercise	61
Using Formulas in Tables.....	61
LESSON 5 - USING MAIL MERGE.....	63
Working with Mail Merge.....	64
Starting the Mail Merge Wizard	64
Identifying the Main Document	66
Creating a Data Source	67
Adding Fields to a Data Source.....	68
Removing Fields from a Data Source.....	69
Rearranging Fields in a Data Source	70
Saving a Data Source.....	71
Entering Records into a Data Source.....	72
Setting View Options for Merging	75
Inserting Merge Fields into a Document	77
Previewing Merged Data.....	80
Merging to a New Document	81
Sorting Records to be Merged.....	83
Merging to the Printer	85
Exercise	87
Using Mail Merge	87
LESSON 6 - MERGING MAILING LABELS AND DIRECTORIES.....	89
Using Mailing Labels	90
Creating Mailing Labels	90
Selecting Label Options	91

Attaching a Data Source.....	93
Inserting Label Merge Fields.....	94
Merging Labels to a New Document.....	96
Creating a Directory	97
Merging with an Outlook Data Source.....	99
Exercise	103
Merging Mailing Labels and Directories	103
LESSON 7 - WORKING WITH LISTS	105
Customizing Numbered/Bulleted Lists	106
Resetting Bullet/Number Styles	108
Bulleting/Numbering a Multilevel List	109
Using List Styles	111
Sorting a List Alphabetically.....	114
Exercise	116
Working with Lists.....	116
LESSON 8 - IMPORTING EXCEL WORKSHEETS	119
Importing an Excel Worksheet.....	120
Linking an Excel Worksheet	122
Creating an Excel Worksheet Object.....	125
Editing an Excel Worksheet Object.....	126
Inserting an Excel Worksheet Object	127
Exercise	130
Importing Excel Worksheets	130
LESSON 9 - USING FORMS	131
Creating a Form.....	132
Defining a Text Form Field.....	134
Defining a Check Box Form Field	136
Defining a Drop-Down Form Field.....	137
Calculating a Text Form Field.....	140
Creating Help Messages	142
Protecting a Form	144
Saving a Form as a Template	146
Unprotecting a Form Template	148
Creating Forms from a Form Template.....	149

Printing a Form.....	151
Deleting a Form Template.....	152
Exercise	154
Using Forms	154
INDEX.....	157