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## Word Advanced Outline

### Templates

- Creating Documents From Templates
- Creating and Modifying a Template
- Switching Templates

### Forms

- Creating a Form
- Working with Form Controls
- Filling in a Form
- Using a Form
- Modifying a Form

### Styles

- Paragraph and Character Styles
- Applying Styles
- Modifying Styles
- Shortcut Keys
- Creating Your Own Styles

### Working with long documents

- Creating a Table of Contents
- Modifying a Table of Contents
- Creating an Index
- Bookmarks and Cross-references
- Footnotes and Endnotes

### Mail Merge

- Understanding Mail Merge
- Creating the Main Document
- Creating the Data Source
- Sorting and Filtering Records
- Merging the Data Source with the Main Document
- Generating Labels
- Merging data from another source (Excel or Access)

### Macros

- Creating a Macro
- Running a Macro
- Editing a Macro
- Assigning a Macro to a Ribbon
- Deleting and Renaming a Macro

### Additional Features

- Working in Outline View
- Master Documents
- Highlighting Text
- Adding Comments
- Tracking Changes
- Versioning
- Protecting Documents
- Setting Default File Locations
- Navigation Pane