

# Word Intermediate Outline

## **Bullets and Numbering**

- Automatic Bullets and Numbering
- Applying Bullets and Numbering to Text
- Customising Bullets
- Creating an Outline List

## **Borders, Lines and Shading**

- Adding Borders
- Removing Borders and Shading

## **Working with Sections**

- Creating a New Section
- Column Formatting
- Headers and Footers
- Page Numbering

## **Proofing Tools**

- Automatic Spell Checking
- Spell Checking
- Hiding Spelling and Grammar Errors
- Using the Thesaurus
- Using Browse
- Go To
- Finding and Replacing Text

## **Productivity Tools**

- AutoCorrect
- AutoText
- Autoformatting
- Applying Styles
- Creating Envelopes and Labels

## **Tables**

- Drawing a Table
- Creating a Table
- Moving the Insertion Point
- Modifying a Table
- Merging Cells
- Splitting Cells
- Table Borders

## **Graphics**

- Inserting Clip Art
- Using WordArt
- Creating Drawings
- Drawing AutoShape Objects
- Manipulating Objects
- Changing the Properties of Objects

## **Word and the Internet**

- Creating Hyperlinks
- Saving a Word Document as a Web Page
- Creating New Email Messages with Word
- Sending Documents Via Email