

Creating Content

- Insert and edit text
- Insert symbols and special characters
- Insert frequently used and pre-defined text
- Navigate to specific content
- Insert, position and size graphics
- Create and modify diagrams and charts
- Locate, select and insert supporting information

Organising Content

- Insert and modify tables
- Create bulleted lists, numbered lists
- Create outlines
- Insert and modify hyperlinks

Formatting Content

- Format text
- Format paragraphs
- Apply and format columns
- Insert and modify content in headers and footers
- Modify page setup
- Modify document layout

Collaborating

- Circulate documents for review
- Compare and merge documents
- Insert, view and edit comments
- Track, accept and reject proposed changes

Formatting and Managing Documents

- Create new documents using templates
- Review and modify document properties
- Organise documents using file folders
- Save documents in appropriate formats for different uses
- Print documents, envelopes and labels
- Preview documents and Web pages
- Change and organise document views and windows