

## Styles

- Use The Document Map
- Apply Heading Styles
- Modify Heading Styles
- Create New Styles
- Style Types
- Rename / Remove Styles
- Copy Styles To New Documents
- Delete Styles From Normal Template
- Copy Styles To Other Documents

## Working With Advanced Layouts

- Use Outline View
- Insert / Delete A Page Break
- Insert / Delete A Section Break
- Apply Layout Changes To Sections
- Apply Headers / Footers To Sections
- Use New Window Tool
- Use Arrange All Tool
- Use Split Tool

## Reviewing and Security

- Track Changes
- Display For Review Options
- View / Hide Reviewing Pane
- Accept / Reject Changes
- Insert / Delete A Comment
- Switch Between Documents
- View Side By Side
- Synchronous Scrolling
- Compare And Merge Documents
- View / Change Document Properties
- Use Customised Field Properties

## Protection

- Protect Document – Tracked Changes
- Unprotect Document
- Protect Document – Formatting
- Protect Document – Read Only
- Protect Document – Comments
- Apply Password To Open Document

## Referencing

- Footnotes
- Endnotes
- Insert / Update An Index
- Insert Caption
- Insert Cross-reference
- Insert / Update A Table Of Contents
- Format A Table Of Contents

## Using Bookmarks

- Insert A Bookmark
- Go To A Bookmark
- Delete A Bookmark
- Hyperlink To A Bookmark
- Hyperlink To A Bookmark In Another Document
- Save Document As Web Page

## Merge Data From Excel

- Connect Document To Excel File
- Insert Merge Fields
- Merge Data To A New Document

## Macros

- Record A Macro – Keyboard Shortcut
- Record A Macro – Button
- View / Edit A Macro
- Delete A Macro
- Assign Macro To Toolbar
- Copy Macro To Another Document
- Copy Macro To Default Document