

Mouse & Keyboard Shortcuts

- Selecting Shortcuts
- Navigation Shortcuts
- Formatting Shortcuts
- Miscellaneous Shortcuts

Formatting

- Modify First Line Indent
- Modify Hanging Indent
- Modify Paragraph Spacing
- Left / Centre / Decimal Tabs
- Use Format Painter Tool

Working With Content

- Find And Replace Text
- Using The Office Clipboard
- Move / Copy Text Using The Mouse
- Create / Delete Building Blocks
- AutoCorrect Options
- Insert Symbols
- Insert AutoText
- Anchor Picture To Text
- Widow/Orphan Paragraphs
- Insert A Watermark

Working With Shapes & Pictures

- Insert A Shape / Picture
- Formatting & Alignment
- Make Picture Transparent
- Group / Ungroup
- Bring To Front / Send To Back
- Add Text To Shapes
- Create Flow Charts
- Use Connectors

Linking & Integration

- Insert Web Page Hyperlink
- Insert E-mail Hyperlink
- Insert Hyperlink To File
- Paste Link Data From Excel
- Insert Excel Object
- Insert Object File As Icon

Use Tables To Design Form Layout

- Insert Table / Draw Table
- Split Cells
- Merge Cells
- Change Column / Row Heights
- Make Each Column The Same Width
- Make Each Row The Same Width
- Cell Alignment
- Change Text Direction
- Change Line Style
- Change Line Weight
- Change Line Colour
- Apply Shading
- Fix Row Heights
- Split Table
- Allow Row To Break Between Pages

Using Form Fields

- Insert Built-In Fields
- Insert A Text Form Field
- Insert A Drop-Down Field
- Use Default Values
- Insert A Check Box Field
- Protect / Unprotect Form
- Protect Parts Of A Form

Page Setup

- Change Margins
- Insert Your Logo
- Insert A Text Header / Footer
- Insert Header / Footer Fields
- Print 2 Pages Per Sheet