



1). STYLES

WHAT ARE STYLES?

To use the Style List box
To view all available styles
To view applied paragraph styles

CREATING STYLES

To create a style using example text
To create a style using the Style command

APPLYING STYLES

To apply a style to a selected part of the document

MODIFYING STYLES

To modify a style

HEADING STYLES

To apply a heading style to text

STYLE GALLERY

To open and use the Style Gallery
What do you see after you have used the Style Gallery?

2). TEMPLATES

WHAT ARE TEMPLATES?

CREATING DOCUMENTS BASED ON SPECIFIC TEMPLATES

To create a document based on a particular template
To use the New icon located on the Standard toolbar
Templates available within Word

CREATING A DOCUMENT USING A TEMPLATE WIZARD

An example of using a Template Wizard - The Newsletter Wizard

CREATING YOUR OWN TEMPLATE

To create your own template

3). USING AUTOFORMAT

RUNNING AUTOFORMAT FROM THE FORMAT DROP DOWN MENU

To automatically format a document

REMOVING AUTOFORMAT CHANGES

To remove each formatting change

SETTING AUTOFORMAT OPTIONS

To set AutoFormat options

4). LONG DOCUMENTS - SECTION FORMATTING AND MASTER DOCUMENTS

WHY USE SECTION BREAKS?

INSERTING SECTION BREAKS

To insert a section break in a document
To delete a section break in a document

PAGE SETUP/SECTION LAYOUT

To format a section

WHAT ARE MASTER DOCUMENTS?



CONSTRUCTING A MASTER DOCUMENT

To create a master document
Master Document icons

5). USING FIELDS

WHAT ARE WORD 97 FIELDS?

INSERTING THE DATE AND TIME

To insert the date or time into a document
Inserting the time or date as text vs. insertion as a time or date field

INSERTING THE FILE NAME INTO A DOCUMENT AS A FIELD

To insert a Filename field
To use AutoText to insert the filename (and path)

VIEWING, UPDATING, UNLINKING, LOCKING AND NAVIGATING FIELDS

To toggle between field codes and their effects
To update a field
To move to the next field
To move to the previous field
To unlink a field
To lock a field
To unlock the field

GENERATING A TABLE OF CONTENTS

Using heading styles to mark Table of Contents entries
To generate a Table of Contents

FORMATTING A TABLE OF CONTENTS

GENERATING AN INDEX - CREATING AN INDEX ENTRY

To create an index entry for a document

GENERATING AN INDEX - COMPILING AN INDEX

To compile an index

6). CUSTOMIZING WORD

CUSTOMIZING TOOLBARS

To display or hide a toolbar
To create a new toolbar
To add or delete a button on the toolbar
To activate or deactivate ScreenTips on toolbars

VIEW OPTIONS

GENERAL OPTIONS

EDIT OPTIONS

PRINT OPTIONS

FILE LOCATION OPTIONS

To set the default document folder

SAVE OPTIONS

SPELLING AND GRAMMAR OPTIONS

AUTOFORMAT OPTIONS

ADVANCED USE OF FIND AND REPLACE

USING 'SPECIAL' FIND OR FIND AND REPLACE FEATURES

To use Special Find

ADVANCED USE OF FIND AND REPLACE



To search for a particular style and replace that style with a different style

7). MISCELLANEOUS ADVANCED FEATURES

BOOKMARKS

To insert a bookmark
To Go To a bookmark within a document
To delete a bookmark

FILE CONVERSION

To open a file that is not in Word 97 format
To save a file in a format other than Word 97 format

EQUATION EDITOR

To create an equation
To edit an equation

FOOTNOTES

To create a footnote in a document

AUTOSUMMARIZE

To Auto Summarize your document

DOCUMENT MAP

To use the document map

MACROS

To record a macro
To run a macro

WHAT IS OUTLINING?

To create an outline

HIGHLIGHT CHANGES

To display highlighted changes in a document
To set options for tracking changes
To use highlight changes
To review highlighted changes

PASSWORD PROTECTION

To set a password for a file

WORD COUNT

To use Word Count
