

Word 2.1

Unit F: Illustrating Documents with Graphics

Inserting a Graphic

[Adjusting the brightness, contrast, or colors of a picture](#)

Sizing and Scaling a Graphic

[Cropping graphics](#)

Positioning a Graphic

[Changing the shape of a picture and enhancing it with visual effects](#)

Creating a Text Box

[Linking text boxes](#)

Creating WordArt

[Enhancing an object with shadows and 3-D effects](#)

Drawing Shapes

[Creating an illustration in a drawing canvas](#)

[Creating a Chart](#)

Creating a Chart

[Creating SmartArt graphics](#)

Finalizing Page Layout

Concepts Review

Skills Review

Independent Challenges 150

Visual Workshop

Unit G: Working with Themes and Building Blocks

Applying Quick Styles to Text

[Saving a document as a Web page](#)

Applying a Theme

[Changing the default theme](#)

Customizing a Theme

Inserting a Sidebar

Inserting Quick Parts

Adding a Cover Page

Creating Building Blocks

[Renaming a building block and editing other properties](#)

Inserting Building Blocks

Concepts Review

Skills Review

Independent Challenges

Visual Workshop

Word 2.2

Unit H: Merging Word Documents

Understanding Mail Merge

Creating a Main Document

[Using a mail merge template](#)

Designing a Data Source

[Merging with an Outlook data source](#)

Entering and Editing Records

Adding Merge Fields

[Matching fields](#)

Merging Data

Creating Labels

[Printing individual envelopes and labels](#)

Sorting and Filtering Records

[Inserting individual merge fields](#)

Concepts Review

Skills Review

Independent Challenges

Visual Workshop

Word 2.3

Unit I: Working with Styles and Templates 201

Exploring Styles and Templates

[Understanding the Normal style](#)

Using the Style Inspector

Creating Styles

Modifying Styles

Creating Custom List and Table Styles

Creating a Quick Style Set

[Understanding styles, style set changes, and Reveal Formatting](#)

Managing Styles

[Working in the Organizer dialog box](#)

Creating a Template

[Changing the default file location for user and workgroup templates](#)

Revising and Attaching a Template

Concepts Review

Skills Review

Independent Challenges

Visual Workshop

Word 2.4

Unit J: Developing Multipage Documents

Building a Document in Outline View

Working in Outline View

Navigating a Document

[Using bookmarks](#)

Generating a Table of Contents

[Modifying a table of contents](#)

Generating an Index

[Creating a cross-reference in the index](#)

Inserting Footers in Multiple Sections

[Using text flow options](#)

Inserting Headers in Multiple Sections

[Understanding headers, footers, and sections](#)

Creating a Master Document

Finalizing a Master Document

Concepts Review

Skills Review

Independent Challenges

Visual Workshop