



Index Computers
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Word 2013

Level 2

Mail Merge

Form letters
Data sources for the recipient list
Mailing labels and envelopes

Illustrations

Creating diagrams
Working with shapes
Formatting text graphically

Advanced Document Formatting

Creating and formatting sections
Working with columns
Document design

Document References

Tables of contents and captions
Indexes, bibliographies, and footnotes

Document Sharing

Document properties
Tracking changes
Finalizing documents

Document Interactivity

Creating forms
Inserting objects and charts
Web pages

Working in Word Efficiently

Customizing the ribbon
Macros
Building blocks
Master documents