

Microsoft® Office

# Word 2016

## Level 3

### Table of Contents

TABLE OF CONTENTS.....	1
<b>LESSON 1: DOCUMENT SPACING.....</b>	<b>4</b>
TYPES OF SPACING .....	4
<i>Character Spacing</i> .....	4
<i>Line Spacing</i> .....	5
<i>Paragraph Spacing</i> .....	6
<b>LESSON 2: SECTIONS AND PAGINATION.....</b>	<b>8</b>
CREATING SECTION BREAKS .....	8
CONTROLLING PAGINATION .....	9
<b>LESSON 3: COVER PAGES AND CUSTOM HEADERS &amp; FOOTERS .....</b>	<b>11</b>
ADDING A COVER PAGE.....	11
CUSTOMIZING HEADERS AND FOOTERS .....	12
ALTERNATING HEADERS AND FOOTERS.....	13
<b>LESSON 4: CREATING AND MANIPULATING TABLES.....</b>	<b>14</b>
ABOUT TABLES .....	14
<i>Inserting Tables</i> .....	15
<i>Using Quick Tables</i> .....	17
<i>Table Styles</i> .....	18
<i>Table Options</i> .....	19
<i>Using the Table Selector</i> .....	20
<i>Adjusting Columns and Rows</i> .....	21
<i>Inserting and Deleting Columns, Rows, Cells and Tables</i> .....	22
<i>Viewing Gridlines</i> .....	25
<i>Merging and Splitting Cells</i> .....	26
<i>Working with Text</i> .....	27
<i>Aligning Text in Cells</i> .....	27

<i>Adjusting Cell Margins</i> .....	28
-------------------------------------	----

CONVERTING TEXT TO A TABLE .....	29
CONVERTING A TABLE TO TEXT .....	30
SPLITTING TABLES .....	31
<i>Repeating the Header Row</i> .....	31
SORTING DATA.....	33
<b>LESSON 5: WORD STYLES AND NAVIGATION.....</b>	<b>35</b>
WORD STYLES .....	35
<i>Using the Styles Pane</i> .....	36
<i>Modifying Styles</i> .....	38
<i>Modifying by Selection</i> .....	39
<i>Creating a Style</i> .....	40
STYLE SETS .....	43
USING THE NAVIGATION PANE .....	44
HYPERLINKS .....	46
<i>Inserting Hyperlinks</i> .....	46
<i>Editing and Removing Hyperlinks</i> .....	47
BOOKMARKS .....	48
<i>Creating Bookmarks</i> .....	48
<i>Navigate using Bookmarks</i> .....	49
<i>Deleting Bookmarks</i> .....	50
<b>LESSON 6: DOCUMENT BACKGROUND AND THEMES.....</b>	<b>51</b>
WATERMARKS.....	51
<i>Customized Watermarks</i> .....	52
ADDING PAGE COLOUR .....	53
APPLYING CUSTOM PAGE BORDERS.....	54
THEMES .....	56
<i>Applying Themes</i> .....	56
<i>Customizing Themes</i> .....	57
<b>LESSON 7: ADVANCED ILLUSTRATIONS .....</b>	<b>59</b>
ADVANCED TEXT BOX OPTIONS .....	59
<i>Drawing Text Boxes</i> .....	59
<i>Linking Text Boxes</i> .....	60
<i>Inserting Text from a File or External Source</i> .....	61
USING SMARTART.....	62
CAPTIONS.....	65
<i>Adding Captions</i> .....	65
<i>Editing and Deleting Captions</i> .....	66
<i>Inserting a Table of Figures</i> .....	67

<b>LESSON 8: ADVANCED MAIL MERGE .....</b>	<b>68</b>
<b>USING THE MAIL MERGE WIZARD.....</b>	<b>68</b>
<b>LESSON 9: DOCUMENT INFORMATION AND PROTECTION .....</b>	<b>71</b>
<b>COMMENTS .....</b>	<b>71</b>
<i>Reviewing Comments .....</i>	<i>71</i>
<i>Editing and Deleting Comments .....</i>	<i>73</i>
<b>UNDERSTANDING BUILDING BLOCKS.....</b>	<b>74</b>
<i>Using Quick Parts.....</i>	<i>75</i>
<i>The Building Block Organizer.....</i>	<i>76</i>
<b>USING DOCUMENT PROPERTIES.....</b>	<b>78</b>
<i>Document Inspector .....</i>	<i>79</i>
<b>ACCESSIBILITY ISSUES .....</b>	<b>82</b>
<b>TYPES OF DOCUMENT PROTECTION .....</b>	<b>84</b>
<i>Marking a Document as Final.....</i>	<i>84</i>
<i>Restricting Access to Documents .....</i>	<i>85</i>
<b>LESSON 10: REFERENCES AND REFERENCE MARKERS.....</b>	<b>86</b>
<b>USING FOOTNOTES AND ENDNOTES.....</b>	<b>86</b>
<b>CREATING A TABLE OF CONTENTS.....</b>	<b>89</b>
<i>Updating a Table of Contents.....</i>	<i>91</i>
<b>CITATIONS AND BIBLIOGRAPHIES .....</b>	<b>92</b>
<i>Inserting Citations.....</i>	<i>92</i>
<i>Adding a Citation Placeholder .....</i>	<i>93</i>
<i>Adjusting the Citation Styles.....</i>	<i>94</i>
<i>Inserting a Bibliography.....</i>	<i>94</i>