

# Agenda

<b>Exercise 1</b>	Create columns within documents Save a document with security settings
<b>Exercise 2</b>	Apply various paragraph formats and controls Apply Text Wrapping to objects Paste Special options
<b>Exercise 3</b>	Use Find and Replace to find and replace special characters, paragraph marks and so on
<b>Exercise 4</b>	Create, modify and apply styles to text in a document
<b>Exercise 5</b>	Perform the following within tables : merge and split cells, sort the information in a table, perform simple calculations Convert tabbed text to a table and vice versa
<b>Exercise 6</b>	Add captions to tables and images
<b>Exercise 7</b>	Create, edit and delete : <ul style="list-style-type: none"><li>• bookmarks</li><li>• indexes</li><li>• cross references and</li><li>• foot notes and end notes</li></ul>
<b>Exercise 8</b>	Create and update a table of contents and figures
<b>Exercise 9</b>	Insert and format headers and footers Insert page numbers which do not begin on the first page of a document
<b>Exercise 10</b>	Entering field codes into a document Locking and unlocking these field codes
<b>Exercise 11</b>	Create and protect forms
<b>Exercise 12</b>	Perform tasks within a mail merge such as sorting, editing and filtering the datasource and using the ASK and IF – THEN ELSE fields
<b>Exercise 13</b>	Embed and link data within a document
<b>Exercise 14</b>	Create, run and delete macros and assign a macro to an icon on a toolbar

<b>Exercise 15</b>	Use Collaborative Editing to track changes and add comments to a document Compare and Merge documents Protect a document to only allow tracked changes
<b>Exercise 16</b>	Create Master documents, insert subdocuments, promote and demote headings
<b>Exercise 17</b>	Enter a watermark into a document Apply Outline Numbering to a list Changing section margins, orientation etc Use the Automatic text formatting tools
<b>Exercise 18</b>	Use the AutoCorrect and the AutoText tools within Word