

# Microsoft Word - Intermediate

## Detailed Content

### Document Techniques

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Arranging All Viewing Side By Side  
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Resetting the Window Position  
Inserting a Cover Page  
Applying Page Colours  
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Setting File Locations  
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### Templates

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### Headers and Footers

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Understanding Recipient Lists  
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Excluding Recipients  
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Selecting another Data Source  
Applying an If...Then...Else... Rule  
Applying a Fill in Rule

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## Shapes

- Understanding Shapes
- Drawing Shapes
- Selecting Shapes
- Resizing Shapes
- Moving Shapes
- Aligning Shapes
- Rotating Shapes
- Grouping Shapes
- Arranging Shapes
- Deleting Shapes
- Applying a Fill to the Drawing Canvas
- Applying Text Wrapping to a Canvas

## Text Boxes

- Understanding Text Boxes
- Inserting a Preformatted Text Box
- Typing Text into a Text Box
- Positioning a Text Box
- Resizing a Text Box
- Deleting a Text Box
- Drawing a Text Box
- Formatting a Text Box
- Linking Text Boxes
- Modifying Text Box Margins
- Changing Text Direction
- Applying Effects to Text Boxes

## Table Features

- Creating a Table from Text
- Aligning Data in Cells
- Displaying Table Gridlines
- Inserting Formulas into a Table
- Updating Formulas in a Table
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells
- Understanding Table Properties
- Aligning Tables
- Changing the Direction of Text
- Repeating Heading Rows
- Converting a Table to Text

## Enhancing Pictures

- Understanding Picture Enhancements
- Removing a Picture Background
- Correcting Pictures
- Colouring Pictures
- Applying Artistic Effects
- Applying Shadows and Reflections
- Applying a Glow Effect
- Softening and Bevelled Edges
- Applying Picture Styles to Images
- Repositioning Pictures
- The Format Picture Pane
- Cropping Pictures Accurately
- Changing the Picture Layout