

Table of Contents

Word Basics	1
Create a new document.....	2
Cut, copy and paste	12
Format words	22
Format paragraphs	35
Use bullets and numbering	47
Adjust page settings.....	53
Check spelling.....	59
View pages	63
 Long Documents	 79
Format text with styles	80
Find and replace.....	100
Set tabs	105
Insert breaks.....	110
Employ headers and footers	116

Special Features 133

Format pages in columns	134
Employ drop caps.....	137
Insert pictures.....	140
Draw and paint.....	151
Employ tables	162

Advanced Word..... 181

Employ mail merge.....	182
Employ templates	204
Print envelopes and labels	213
Use the thesaurus.....	220
Count words.....	223
Insert table of contents	225