

Word 2010 Level II

- **Styles and Outlines.** Examining formatting; Creating styles; Modifying styles; Working with outlines.
- **Sections and Columns.** Creating and formatting sections; Working with columns.
- **Formatting Tables.** Table formatting basics; Borders and shading; Table data; Table styles.
- **Printing Labels and Envelopes.** Labels; Envelopes.
- **Templates and Building Blocks.** Template basics; Building blocks; Document properties.
- **Graphics.** Creating diagrams; Using the Drawing tools; Formatting text graphically.
- **Managing Document Revisions.** Tracking changes; Working with comments.
- **Web Features.** Web pages; Hyperlinks.