

Word 2010 Level III

- **Using Mail Merge.** Form letters; Data sources for the recipient list; Mailing labels and envelopes.
- **Objects and Backgrounds.** Inserting content from other applications; Changing the document background.
- **Using Macros.** Recording and running macros; Modifying and deleting macros.
- **Working with Forms.** Creating forms; Protecting forms; Sharing and securing documents.
- **Customizing Word.** Customizing the Ribbon; Customizing the Quick Access toolbar.
- **Long Documents.** Master documents; Tables of contents and figures; Indexes, bibliographies, and other references; bookmarks and cross-references.
- **XML Features.** Working with XML.