



computer training options

Microsoft Word for Mac 2011 **Level 2**

Managing Lists

Sort a List
Reorder a List
Customize a List

Customizing Tables and Charts

Sort Table Data
Control Cell Layout
Perform Calculations in a Table
Create Charts

Creating Customized Formats with Styles and Themes

Create or Modify a Text Style
Create a Custom List or Table Style
Apply Default and Customized Document Themes

Modifying Pictures

Resize a Picture
Adjust the Picture Appearance Settings
Wrap Text Around a Picture

Creating Customized Graphic Elements

Create Text Boxes
Draw Shapes
Add WordArt and Other Special Effects to Text
Create Complex Illustrations with SmartArt

Controlling Text Flow

Control Paragraph Flow
Insert Section Breaks
Insert Columns
Link Text Boxes to Control Text Flow

Using Templates to Automate Document Creation

Create a Document Based on a Template
Create a Template

Automating the Mail Merge

Use the Mail Merge Feature
Merge Envelopes and Labels
Create a Data Source Using Word

Using Macros to Automate Tasks

Automate Tasks Using Macros
Create a Macro

Computer Training Options

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