



computer training options

## **Microsoft Word 2008 for Mac** **Advanced Training**

### **Managing Lists**

Sort a List  
Reorder a List  
Customize Lists

### **Customizing Tables and Charts**

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

### **Customizing Formatting 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 Picture Appearance Settings  
Wrap Text Around a Picture

### **Creating Customized Graphic Elements**

Document 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 Mail Merges**

Perform a Mail Merge  
Mail Merge Envelopes and Labels  
Use Word to Create a Data Source

## **Computer Training Options**

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart  
Ph: 1300 667 660    Email: [training@cto.com.au](mailto:training@cto.com.au)    Web: [www.cto.com.au](http://www.cto.com.au)