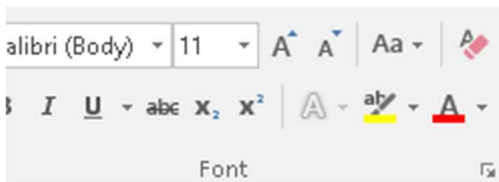


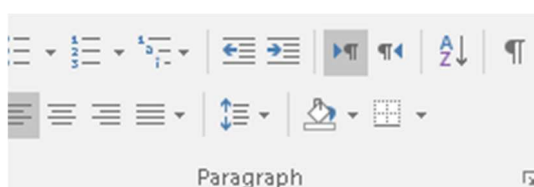
1. Clipboard

- (a) Paste(v)
- (b) Cut(x)
- (c) Copy (c)
- (d) Format painter



2. Font

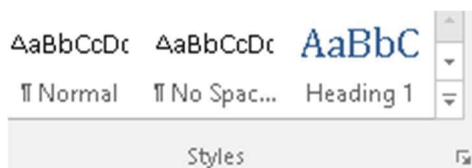
- (a) Bold(b)
- (b) Italic(i)
- (c) Underline(u)
- (d) Strikethrough
- (e) Subscript(ctrl+=)
- (f) Superscript(ctrl+shift++)
- (g) Increasefont size(>)
- (h) Decrease font size(<)
- (i) Chande case
- (j) Clear all formating
- (k) Text highlight clr
- (l) Font clr



3. Paragraph

- (a) Bullets
- (b) Numbering
- (c) Multilevel list
- (d) Decrease indent
- (e) Increase indent
- (f) Left to right text direction
- (g) Right to left text direction
- (h) Sort
- (i) Show/hide(ctrl+*)
- (j) Align left(ctrl+L)
- (k) Center(ctrl+e)
- (l) Align right(ctrl+R)
- (m) Justify
- (n) Line and paragraph spacing
- (o) Shading
- (p) Borders

4.Styles



- (i) Normal
- (ii) No spacing
- (iii) Heading
- (iv) More

5.editing

- 1. Find(ctrl+f)

2. Replace(ctrl+h)
3. select

insert

6. pages

- a. cover page
- b. blank page
- c. page break

7.tables

- a. insert table
- b. draw table
- c. excel spreadsheet
- d. quick tables
- e. convert text to table

8.illustrations

- i. pictures
- ii. online pictures
- iii. shapes
- iv. smartart
- v. chart
- vi. screenshot

9.adds_ins

- 1) browse office store
- 2) Wikipedia
- 3) My adds_ins

10.media

- i. **Online video**
- ii. **Links**

11.comment

i. Comments

12.header & footer

- 1) Header
- 2) Footer
- 3) Page number

13.text

- 1) Text box
- 2) Explore quick parts
- 3) Insert wordart
- 4) Add a drop cap
- 5) Add a signature line
- 6) Insert date & time
- 7) Object
- 8) Symbols

14.design

1. Themes

2. Document formatting
3. Colors
4. Fonts
5. Paragraph spacing
6. Effects
7. Set as default

15.page and background

- 1) Watermark
- 2) Page color
- 3) Page borders

16.layout

Page setup

- 1) Margins
- 2) Orientation
- 3) Size
- 4) Columns
- 5) Breaks
- 6) Line numbers
- 7) Hyphenation

16.paragraph

1. Indent left &right
2. Spacing before&after

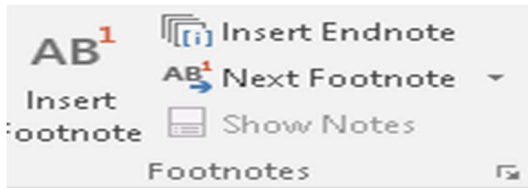
17.arrange

- 1) Position
- 2) Wrap text
- 3) Bring forward
- 4) Send backward
- 5) Selection pane
- 6) Align
- 7) Group
- 8) rotate

(a) table of contents

(b) add text

(c) update table

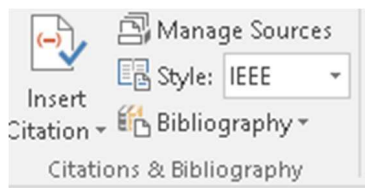


1) Insert footnote(alt+ctrl+F)

2) Insert end note(ALT+CTRL+d)

3) Next footnote

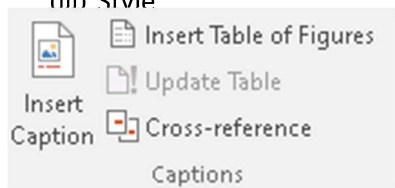
4) Show notes



(i) Insert citation

(ii) Manage sources

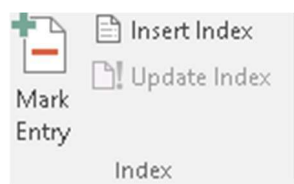
(iii) Style



1. insert table of figures

2. Update table

3. Cross reference



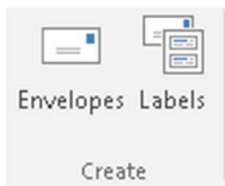
a. Mark entry(alt+shift+x)

b. Insert index

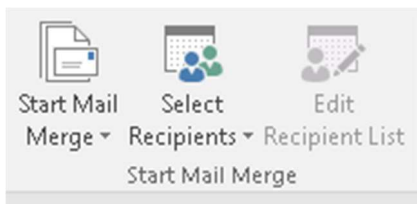
c. Update index

- i. Mark citation(alt+shift+i)
- ii. Insert table of authorities
- iii. Update table of authorities

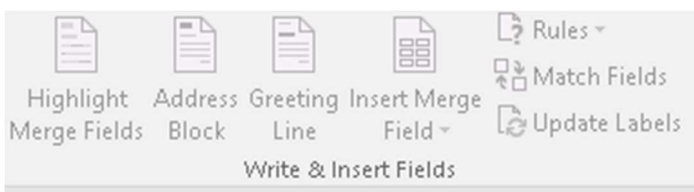
Mailings



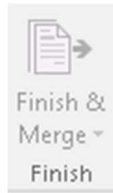
1. Envelopes
2. Labels



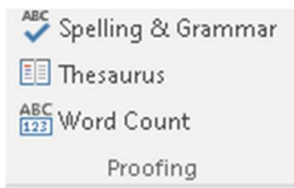
- A. Start mail merge
- B. Select recipients
- C. Edit recipient list



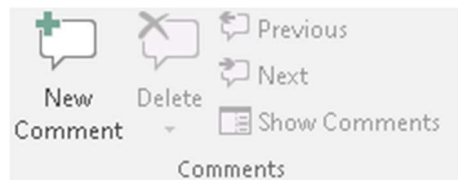
1. Highlight merge fields
2. Address block
3. Greeting line
4. Insert merge field
5. Rules
6. Match fields
7. Update labels



Review



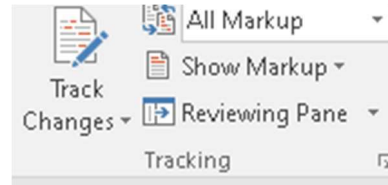
- A. Spelling & Grammar (f7)
- B. Thesaurus (shift+f7)
- C. Word count



- A. New comment
- B. Delete
- C. Previous comment
- D. Next comment
- E. Show comment

1. Track changing(alt+shift+E)

- A. Track changes
- B. Lock tracking



2. All markup

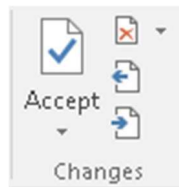
- A. Simple markup
- B. All markup
- C. No markup
- D. Original

3. Show markup

- A. Comments
- B. Ink
- C. Insertions & deletions
- D. Formatting
- E. Balloons
- F. Specific people
- G. Highlight updates
- H. Other authors

4. Reviewing pane

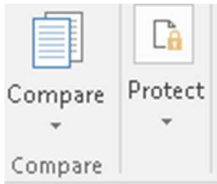
- A. Reviewing pane vertical
- B. Reviewing pane horizontal



- I. Accept
 - a) Accept & move to next
 - b) Accept this change
 - c) Accept all changes shown
 - d) Accept all changes
 - e) Accept all changes and stop tracking
- II. Reject & move to next

III. Previous change

IV. Next change

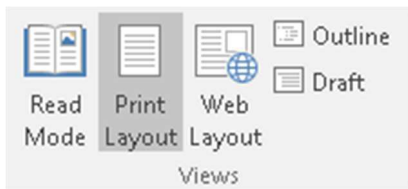


a) Compare

III. Compare&combine

b) Protect

View



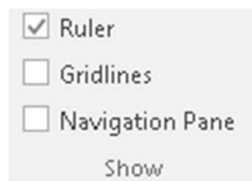
a) Read mode

b) Print layout

c) Web layout

d) Outline

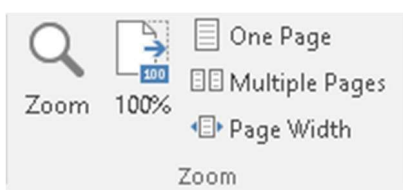
e) draft



I. view ruler

II. gridlines

III. navigation pane



a) zoom

b) one page

c) multiple pages

d) page width

A. New window

B. Arrange all

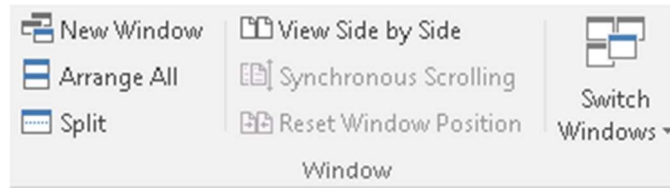
C. Split

D. View slide by slide

E. Synchronous scrolling

F. Reset window position

G.



1. View macros

2. Record macro

3. Pause macro

