

Drawing Tables

1. Drawing A Table
2. Evenly Spacing Table Lines
3. Nesting A Table

Table Features

1. Creating A Table From Text
2. Creating Formulas
3. Updating Calculations
4. Sorting Table Data
5. Merging Cells
6. Splitting Cells
7. Table Gridlines
8. Inserting An External Table
9. Table Properties
10. Changing Table Alignment
11. Wrapping Text Around A Table
12. Changing Row Height
13. Changing Column Widths
14. Changing Text Alignment In A Table
15. Stretching And Dragging Tables
16. Changing Text Direction
17. Creating A Repeating Header Row

Working With Pictures

1. Inserting A Picture
2. Moving A Picture
3. Resizing A Picture
4. Cropping A Picture

Working With Drawings

1. The Drawing Toolbar
2. Creating Drawing Objects
3. Working With Drawing Objects
4. Duplicating Drawing Objects
5. Drawing Freehand
6. Formatting And Colouring Objects

Using Styles

1. Styles
2. Applying Existing Styles
3. Creating A New Style
4. Manually Modifying A Style

Merging

1. The 6 Step Merge Process
2. Selecting The Starting Document
3. Selecting Recipients
4. Writing The Letter
5. Previewing The Merge
6. Performing The Merge
7. Printing A Single Label
8. Creating A Mailing Label Main Document

Sections

1. Inserting A Next Page Section Break
2. Inserting A Continuous Section Break
3. Controlling Odd And Even Section Breaks

Headers And Footers

1. Creating Headers
2. Creating Footers
3. Changing First Page Headers And Footers
4. Creating Odd And Even Pages

Fields

1. Document Information Fields
2. Working With Fields
3. Formula Fields
4. Unlinking Fields
5. Updating Fields When Printing