Table of Contents

WORD 2016 CHAPTER 1: USING MAIL MERGE		WORD 2016 CHAPTER 3: WORKING WITH LONG DOCUMENTS	
Introducing Mail Merge	2	Formatting Text with Styles	32
Components of Mail Merge	2	Custom Styles	32
The Benefits of Mail Merge	4	Modifying Styles and Clearing All Formatting	35
The Mailings Tab	4	Removing and Deleting Styles	35
Working with the Data Source	4	Using Themes and Style Sets	36
Reviewing Your Records	6	Customizing a Theme	36
Managing the Address List	6	Using Special Characters	37
Working with the Main Document	8	Navigating Long Documents	38
Conducting a Merge	11	The Navigation Pane	39
To Save or Not to Save?	12	Large Tables	40
Working with Merge Problems	12	Self-Assessment	4
Merging Envelopes and Labels	14		
Generating Envelopes with Mail Merge	14	WORD 2016 CHAPTER 4:	
Generating Labels with Mail Merge	15	ORGANIZING LONG DOCUMENTS	
Self-Assessment	18	Creating a Table of Contents	44
		Creating a Page for the Table of Contents	44
WORD 2016 CHAPTER 2:		Table of Contents Links	44
CREATING A NEWSLETTER		The Update Table Button	46
Adding Special Effects to Text	20	The Table of Contents Dialog Box	46
Inserting a Picture and Using Picture Effects	23	Multiple Headers and Footers	48
Inserting a Section Break and Setting Up Columns	24	Restarting and Formatting Page Numbers	48
Artistic Effects and Wrapping Text Around a Picture	25	Different First Page Header or Footer	49
Inserting Cover Pages	26	Creating an Index	5(
Printing Part of a Document	27	Marking Index Entries	5(
Self-Assessment	29	Generating Index Entries Using a Concordance	52
		Inserting and Updating the Index	53
		Watermarks	54
		Self-Assessment	55
		Self-Assessment Answer Key	57
		Index	59