

Table of Contents

LESSON 1: ORGANIZING LONG DOCUMENTS	2	LESSON 3: PERSONALIZING WORD	38
Creating a Table of Contents	3	Customizing Word Options	39
Table of Contents Links	3	Personalizing the Username and Initials	39
Using a Predesigned Table of Contents	3	Changing the Default File Location	40
Creating a Page to Hold the TOC	4	Modifying the Recent Documents List	41
Storing Your Exercise Files	4	Modifying Document Properties	44
Adding Text to a Table of Contents	5	Adding Keywords and Comments	44
Using the Update Table Button	6	Creating a Custom Property	46
Using the Table of Contents Button	6	Identifying Research Options	47
Using the Table of Contents Dialog Box	7	Automating Word Tasks Using Macros	48
Working with Multiple Headers and Footers	9	Recording Macros	48
Breaking the Link Between Sections	9	The Developer Tab	48
Restarting and Formatting Page Numbers	9	Macro Storage Locations	48
Setting Up a Different First Page Header or Footer	10	Recording Limitations	49
Changing Header and Footer Margins	10	Running Macros	50
Creating an Index	12	Using the VBA Editor to Edit Macros	51
Marking Index Entries	12	Running Macros from the Quick Access Toolbar	53
Marking Index Subentries	13	Deleting Macros	55
Generating Index Entries Using a Concordance	15	Restoring Default Settings	55
Inserting an Index	16	Concepts Review	56
Modifying and Deleting an Index Entry	17	LESSON 4: INTEGRATING WORD WITH OTHER PROGRAMS	58
Adding Cross-References	18	Embedding and Linking Excel Objects	59
Reviewing the Cross-Reference Dialog Box	18	Defining <i>Objects</i>	59
Updating Cross-References	18	Comparing Linking to Embedding	59
Concepts Review	20	Embedding Objects	60
LESSON 2: COLLABORATING IN WORD	22	Linking or Embedding Procedures	60
Using the Highlighter	23	Linking Objects	62
Tracking Changes to Documents	24	Opening Excel Objects from Word Documents	65
Identifying Steps in a Typical Editing and Reviewing Process	24	Using the Links Dialog Box	66
Viewing Tracked Changes	24	Breaking the Link	67
Setting the Username and Initials	25	Using Excel as a Mail Merge Data Source	68
Setting Reviewer Ink Colors	25	Integrating Word with PowerPoint	69
Adding Comments to a Document	26	Using Word Outline View	69
Reviewing Tracked Changes	28	Adding a PowerPoint Presentation to a Word Document	72
Options for Displaying Tracked Changes	28	Concepts Review	73
Preparing Documents for Sharing	29	<i>Index</i>	74
Considering Compatibility Issues	29		
To Convert or Not to Convert	30		
The Office 2010 Compatibility Pack	35		
Working with the Document Inspector	35		
Inspecting Document Properties	36		
Concepts Review	37		