

# Table of Contents

*Quick Reference Tables*

v

*Preface*

vi

## **WORD 2013 LESSON 6: CREATING A RESEARCH PAPER**

Using Research Paper Styles	WD06.3
Understanding the MLA Documentation Style	WD06.3
Working with Footnotes, Endnotes, and Citations	WD06.5
Inserting Footnotes	WD06.5
Inserting Citations	WD06.6
Editing and Formatting Footnotes	WD06.11
Working with Bibliographies	WD06.15
Updating a Bibliography	WD06.16
Inserting Captions and a Table of Figures	WD06.18
Inserting Captions	WD06.18
Inserting a Table of Figures	WD06.20
Working with Templates	WD06.22
Creating a Document from a Template	WD06.22
Saving Personal Templates	WD06.23
Deleting a Template	WD06.25
Concepts Review	WD06.26
Reinforce Your Skills	WD06.27
Apply Your Skills	WD06.36
Extend Your Skills	WD06.43
Transfer Your Skills	WD06.44

## **WORD 2013 LESSON 7: USING MAIL MERGE**

Introducing Mail Merge	WD07.3
Components of Mail Merge	WD07.3
The Benefits of Using Mail Merge	WD07.5
The Mailings Tab	WD07.5
Working with the Data Source	WD07.5
Designing Effective Data Sources	WD07.5
Creating a New Address List	WD07.6
Reviewing Your Records	WD07.9
Managing the Address List	WD07.10
Working with Main Documents	WD07.13
Conducting a Merge	WD07.16
Previewing the Results	WD07.16
Finishing the Merge	WD07.17
To Save or Not to Save	WD07.17
Working with Merge Problems	WD07.19
Solving Common Merge Problems	WD07.19
Merging Envelopes and Labels	WD07.20
Generating Envelopes with Mail Merge	WD07.20
Generating Labels with Mail Merge	WD07.23

Concepts Review	WD07.26
Reinforce Your Skills	WD07.27
Apply Your Skills	WD07.35
Extend Your Skills	WD07.40
Transfer Your Skills	WD07.41

## **WORD 2013 LESSON 8: CREATING A NEWSLETTER**

Working with Section Breaks	WD08.3
Inserting Section Breaks	WD08.3
Using WordArt	WD08.5
Selecting a WordArt Object	WD08.5
Formatting WordArt	WD08.5
Inserting Media, Pictures, and Clip Art	WD08.9
Adding Video to a Document	WD08.9
Enhancing Your Documents with Pictures and Clip Art	WD08.9
Sizing, Rotating, and Moving Images	WD08.10
Cropping Images	WD08.10
Formatting Images	WD08.13
Working with the Picture Styles Gallery	WD08.15
Inserting a Picture from a File	WD08.16
Working with Newsletter-Style Columns	WD08.17
Setting Up Columns	WD08.17
Working with Column Breaks	WD08.19
Using Building Blocks	WD08.20
Creating Custom Building Blocks	WD08.22
Working with the Building Blocks Organizer	WD08.25
Working with Preformatted Text Boxes	WD08.26
Using Themes and Style Sets	WD08.29
Customizing a Theme	WD08.29
Inserting Drop Caps	WD08.32
Working with Views	WD08.33
Using Zoom Controls	WD08.34
Concepts Review	WD08.35
Reinforce Your Skills	WD08.36
Apply Your Skills	WD08.46
Extend Your Skills	WD08.55
Transfer Your Skills	WD08.56

## WORD 2013 LESSON 9: CREATING A PROMOTIONAL BROCHURE AND A FORM

---

Working with Shapes	WD09.3
Rotating, Resizing, and Moving Shapes	WD09.3
Adding and Formatting Text in Shapes	WD09.6
Formatting Shapes	WD09.6
Aligning Objects	WD09.8
Working with Text Boxes	WD09.10
Working with SmartArt	WD09.12
SmartArt Categories	WD09.12
Using the SmartArt Text Pane	WD09.13
Modifying SmartArt	WD09.14
Changing a SmartArt Style	WD09.17
Formatting the Page Background	WD09.20
Adding Page Colors and Page Borders	WD09.20
Inserting a Watermark	WD09.22
Working with Forms	WD09.25
Setting Up Forms	WD09.25
Understanding Form Fields	WD09.26
Using the Checkbox and Drop-Down List	WD09.29
Applying Field Properties	WD09.30
Protecting Forms	WD09.33
Distributing and Using Forms	WD09.33
Concepts Review	WD09.35
Reinforce Your Skills	WD09.36
Apply Your Skills	WD09.48
Extend Your Skills	WD09.57
Transfer Your Skills	WD09.58
<i>Index</i>	INDEX.1