

FastCourse Microsoft Word 2019 & 365: Level 2

By Ben Linford

Table of Contents

Word Chapter 6: Using Themes

Six Tips for an Effective Newsletter

Using Themes and style Sets

Customizing a Theme

Create Custom Color and Font Sets

Working with Quick Parts and Building Blocks

Inserting Cover Pages

Using Building Blocks Across Documents

Using Templates

Saving Personal Templates

Customizing the Default Font

Self-Assessment

Apply Your Skills

Word Chapter 7: Working with Long Documents

Formatting Text with Styles

Custom Styles

Modifying Styles and Clearing All

Formatting

Using Styles Across Documents

Removing and Deleting Styles

Customizing Bullet and Number Formats

Using Special Characters

Navigating Long Documents

The Navigation Pane

Advanced Find and Wildcard Characters

Bookmarks

The Split Window

Working with Large Tables

Self-Assessment

Apply Your Skills

Word Chapter 8: Organizing Long Documents

Creating a Table of Contents

Creating a Page for the Table of Contents

Table of Contents Links

The Update Table Button

The Table of Contents Dialog Box

Multiple Headers and Footers

Restarting and Formatting Page Numbers

Different First Page Header or Footer

Creating an Index

Marking Index Entries

Generating Index Entries Using a Concordance

Inserting and Updating the Index

Keeping Text Together

Watermarks

Self-Assessment

Apply Your Skills

Word Chapter 9: Collaborating in Word The Highlighter

Tracking Changes to a Document

Review and Collaborating

Viewing Tracked Changes

Setting the Username and Initials

Setting Reviewer Ink Colors

Adding Comments to a Track Changes Document

Reviewing Tracked Changes

Displaying Tracked Changes

Lock or Unlock Tracking

Saving and Sending Files

Reviewing Changes from Multiple

Reviewers

Displaying Specific Markups and Reviewers

Comparing Documents

Self-Assessment

Apply Your Skills

Index

