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11 Using the Style Inspector Pane 12 Using the Reveal Formatting Pane Themes and Style Sets 1 Applying a Theme 2 Applying a Style Set 3 Applying and Customizing Theme Colors 4 Applying and Customizing Theme Fonts 5 Selecting Theme Effects Page Backgrounds 1 Applying Watermarks 2 Creating Custom Watermarks 3 Removing Watermarks 4 Selecting a Page Background Color or Fill Effect 5 Applying Page Borders Bullets and Numbering 1 Applying Bullets and Numbering 2 Formatting Bullets and Numbering 3 Applying a Multilevel List 4 Modifying a Multilevel List Style Tables 1 Using Tables 2 Creating Tables 3 Selecting Table Objects 4 Inserting and Deleting Columns and Rows 5 Deleting Cells and Tables 6 Merging and Splitting Cells 7 Adjusting Cell Size 8 Aligning Text in Table Cells 9 Converting a Table into Text 10 Sorting Tables 11 Formatting Tables 12 Inserting Quick Tables Table Formulas 1 Inserting Table Formulas 2 Recalculating Word Formulas 3 Viewing Formulas vs Formula Results 4 Inserting a Microsoft Excel Worksheet Inserting Page Elements 1 Inserting Drop Caps 2 Inserting Equations 3 Inserting Ink Equations 4 Inserting Symbols 5 Inserting Bookmarks 6 Inserting Hyperlinks Outlines 1 Using Outline View 2 Promoting and Demoting Outline Text 3 Moving Selected Outline Text 4 Collapsing and Expanding Outline Text Mailings 1 Mail Merge 2 The Step by Step Mail Merge Wizard 3 Creating a Data Source 4 Selecting Recipients 5 Inserting and Deleting Merge Fields 6 Error Checking 7 Detaching the Data Source 8 Finishing a Mail Merge 9 Mail Merge Rules 10 The Ask Mail Merge Rule 11 The Fill in Mail Merge Rule 12 The If Then Else Mail Merge Rule 13 The Merge Record Mail Merge Rule 14 The Merge Sequence Mail Merge Rule 15 The Next Record Mail Merge Rule 16 The Next Record If Mail Merge Rule 17 The Set Bookmark Mail Merge Rule 18 The Skip Record If Mail Merge Rule 19 Deleting Mail Merge Rules in Word Sharing Documents 1 Sharing Documents in Word Using Co authoring 2 Inserting Comments 3 Sharing by Email 4 Presenting Online 5 Posting to a Blog 6 Saving as a PDF or XPS File 7 Saving as a Different File Type Creating a Table of Contents 1 Creating a Table of Contents 2 Customizing a Table of Contents 3 Updating a Table of Contents 4 Deleting a Table of Contents Creating an Index 1 Creating an Index 2 Customizing an Index 3 Updating an Index Citations and Bibliography 1 Select a Citation Style 2 Insert a Citation 3 Insert a Citation Placeholder 4 Inserting Citations Using the Researcher Pane 5 Managing Sources 6 Editing Sources 7 Creating a Bibliography Captions 1 Inserting Captions 2 Inserting a Table of Figures 3 Inserting a Cross Reference 4 Updating a Table of Figures Creating Forms 1 Displaying the Developer Tab 2 Creating a Form 3 Inserting Controls 4 Repeating Section Content Control 5 Adding Instructional Text 6 Protecting a Form Making Macros 1 Recording Macros 2 Running and Deleting Recorded Macros 3 Assigning Macros Word Options 1 Setting Word Options 2 Setting Document Properties 3 Checking Accessibility Document Security 1 Applying Password Protection to a Document 2 Removing Password Protection from a Document 3 Restrict Editing within a Document 4 Removing Editing Restrictions from a Document Legal Reviewing 1 Using the Compare Feature 2 Using the Combine Feature 3 Tracking Changes 4 Lock Tracking 5 Show Markup Options 6 Using the Document Inspector Citations and Authorities 1 Marking Citations 2 Creating a Table of Authorities 3 Updating a Table of Authorities 4 Inserting Footnotes and Endnotes

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Screenshots 10 Inserting Screen Clippings 11 Inserting Online Video 12 Inserting Icons 13 Inserting 3D Models 14
Formatting 3D Models Drawing Objects 1 Inserting Shapes 2 Inserting WordArt 3 Inserting Text Boxes 4 Formatting Shapes
5 The Format Shape Task Pane 6 Inserting SmartArt 7 Design and Format SmartArt 8 Inserting Charts Using Building Blocks
1 Creating Building Blocks 2 Using Building Blocks Styles 1 About Styles 2 Applying Styles 3 Showing Headings in the
Navigation Pane 4 The Styles Task Pane 5 Clearing Styles from Text 6 Creating a New Style 7 Modifying an Existing Style 8
Selecting All Instances of a Style in a Document 9 Renaming Styles 10 Deleting Custom Styles 11 Using the Style Inspector
Pane 12 Using the Reveal Formatting Pane Themes and Style Sets 1 Applying a Theme 2 Applying a Style Set 3 Applying and
Customizing Theme Colors 4 Applying and Customizing Theme Fonts 5 Selecting Theme Effects Page Backgrounds 1
Applying Watermarks 2 Creating Custom Watermarks 3 Removing Watermarks 4 Selecting a Page Background Color or Fill
Effect 5 Applying Page Borders Bullets and Numbering 1 Applying Bullets and Numbering 2 Formatting Bullets and
Numbering 3 Applying a Multilevel List 4 Modifying a Multilevel List Style Tables 1 Using Tables 2 Creating Tables 3
Selecting Table Objects 4 Inserting and Deleting Columns and Rows 5 Deleting Cells and Tables 6 Merging and Splitting
Cells 7 Adjusting Cell Size 8 Aligning Text in Table Cells 9 Converting a Table into Text 10 Sorting Tables 11 Formatting
Tables 12 Inserting Quick Tables Table Formulas 1 Inserting Table Formulas 2 Recalculating Word Formulas 3 Viewing
Formulas vs Formula Results 4 Inserting a Microsoft Excel Worksheet Inserting Page Elements 1 Inserting Drop Caps 2
Inserting Equations 3 Inserting Ink Equations 4 Inserting Symbols 5 Inserting Bookmarks 6 Inserting Hyperlinks Outlines 1
Using Outline View 2 Promoting and Demoting Outline Text 3 Moving Selected Outline Text 4 Collapsing and Expanding
Outline Text Mailings 1 Mail Merge 2 The Step by Step Mail Merge Wizard 3 Creating a Data Source 4 Selecting Recipients 5
Inserting and Deleting Merge Fields 6 Error Checking 7 Detaching the Data Source 8 Finishing a Mail Merge 9 Mail Merge
Rules 10 The Ask Mail Merge Rule 11 The Fill in Mail Merge Rule 12 The If Then Else Mail Merge Rule 13 The Merge Record
Mail Merge Rule 14 The Merge Sequence Mail Merge Rule 15 The Next Record Mail Merge Rule 16 The Next Record If Mail
Merge Rule 17 The Set Bookmark Mail Merge Rule 18 The Skip Record If Mail Merge Rule 19 Deleting Mail Merge Rules in
Word Sharing Documents 1 Sharing Documents in Word Using Co authoring 2 Inserting Comments 3 Sharing by Email 4
Posting to a Blog 5 Saving as a PDF or XPS File 6 Saving as a Different File Type Creating a Table of Contents 1 Creating a
Table of Contents 2 Customizing a Table of Contents 3 Updating a Table of Contents 4 Deleting a Table of Contents Creating
an Index 1 Creating an Index 2 Customizing an Index 3 Updating an Index Citations and Bibliography 1 Select a Citation
Style 2 Insert a Citation 3 Insert a Citation Placeholder 4 Inserting Citations Using the Researcher Pane 5 Managing Sources
6 Editing Sources 7 Creating a Bibliography Captions 1 Inserting Captions 2 Inserting a Table of Figures 3 Inserting a Cross
Reference 4 Updating a Table of Figures Creating Forms 1 Displaying the Developer Tab 2 Creating a Form 3 Inserting
Controls 4 Repeating Section Content Control 5 Adding Instructional Text 6 Protecting a Form Making Macros 1 Recording

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Matthews,Marty Matthews,Bobbi Sandberg,2013-07-06 Full color step by step guide to the new release of the world s most popular productivity suite of applications Get up and running with Office 2013 right away the QuickSteps way Full color screenshots on every page with clear instructions make it easy to use the latest release of Microsoft s powerful productivity suite Follow along and quickly learn how to create Word documents build Excel spreadsheets manage Outlook email contacts and schedules design PowerPoint presentations and much more This practical fast paced guide gets you started in no time

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Table of Contents Open Word Documents Online

1. Understanding the eBook Open Word Documents Online
 - The Rise of Digital Reading Open Word Documents Online
 - Advantages of eBooks Over Traditional Books
2. Identifying Open Word Documents Online
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Open Word Documents Online
 - User-Friendly Interface
4. Exploring eBook Recommendations from Open Word Documents Online
 - Personalized Recommendations
 - Open Word Documents Online User Reviews and Ratings

- Open Word Documents Online and Bestseller Lists
- 5. Accessing Open Word Documents Online Free and Paid eBooks
 - Open Word Documents Online Public Domain eBooks
 - Open Word Documents Online eBook Subscription Services
 - Open Word Documents Online Budget-Friendly Options
- 6. Navigating Open Word Documents Online eBook Formats
 - ePub, PDF, MOBI, and More
 - Open Word Documents Online Compatibility with Devices
 - Open Word Documents Online Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Open Word Documents Online
 - Highlighting and Note-Taking Open Word Documents Online
 - Interactive Elements Open Word Documents Online
- 8. Staying Engaged with Open Word Documents Online
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Open Word Documents Online
- 9. Balancing eBooks and Physical Books Open Word Documents Online
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Open Word Documents Online
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Open Word Documents Online
 - Setting Reading Goals Open Word Documents Online
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Open Word Documents Online
 - Fact-Checking eBook Content of Open Word Documents Online
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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