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Reviewing New 2016 Word Interface

Formatting Efficiently with Styles

- Using the Quick Styles Gallery
- Using the Style Inspector
- Managing Styles
- Creating & Applying Styles
- Adding a Style to the Quick Styles Gallery
- Editing an Existing Style
- Clearing Formats & Styles
- Deleting a Style

Using Indentation to Manage Text Layout

- Changing the Left Indent
- Indenting the First Line
- Creating a Hanging Indent
- Creating a Right Indent

Formatting with Document Themes

- Selecting a Theme
- Creating New Theme Colors & Fonts
- Changing Theme Effects

Save Keystrokes with QuickParts & Fields

- Creating a QuickPart
- Adding QuickParts to a Document
- Inserting Document Property Fields
- Using the Building Blocks Organizer

Create & Format Newsletter-Style Columns

- Creating Newsletter-style Columns
- Navigating Columns
- Changing the Number of Columns
- Changing Column Width & Spacing
- Adding a Vertical Line between Columns
- Balancing Column Length

Using Lines & Shapes for Impact

- Creating a Drawing Object
- Selecting Filled & Unfilled Objects
- Moving & Resizing an Object
- Drawing with & Without the Drawing Canvas
- Drawing & Formatting Lines
- Changing & Removing the Fill Color
- Adding a 3-D Effect
- Layering Text & Objects
- Deleting an Object

Managing Documents In Outline View

- Creating an Outline
- Working in Outline View
- Collapsing/Expanding Outline Headings
- Displaying Outline Heading Levels
- Moving an Outline Heading or Body Text
- Numbering the Outline Levels
- Displaying/Hiding Outline Text Formats

Inserting Pictures & WordArt

- Inserting Clip Art
- Inserting & Formatting Pictures
- Creating & Formatting WordArt Objects
- Using Advanced Layout Options
- Creating Watermarks

Enhancing with SmartArt Graphics

- Creating SmartArt Graphics
- Changing Colors of a SmartArt Graphic
- Applying a SmartArt Graphic Style

Creating Charts Using Word & Excel Data

- Creating a Chart
- Editing the Datasheet
- Adding a Chart Title
- Changing the Chart Type
- Creating a Chart from Excel

Saving Time with Templates

- Selecting Existing Templates
- Creating & Modifying a Template
- Deleting Templates

Customizing Word Preferences

- Changing the Default Font Attributes
- Changing the Default Page Settings
- Setting Word Options
- Modifying Default File Locations
- Customizing the Quick Access Toolbar