



Microsoft®

Word 2021 Intermediate

Improve your Word 2021 documents: Build tables; format graphics; wrap text; create consistency with styles and themes; manage sections; and more.

Tables

1.1 Create Tables

- Insert a Table
- Add a Row or Column
- Delete a Row or Column

1.2 Convert Tables

- Convert Text to Tables
- Convert Table to Text

1.3 Resize Rows and Columns

- Manually Resize
- Automatically Resize

1.4 Table Styles and Alignment

- Apply a Table Style
- Adjust Style Options
- Text Alignment

1.5 Borders and Shading

- Add a Border
- Add Cell Shading
- Add Cell Margins and Spacing

1.6 Position a Table

- Align
- Move
- Adjust Text Wrapping
- Resize

1.7 Merge and Split Cells

- Merge Cells
- Split Cells
- Split Tables

1.8 Sort a Table

1.9 Row Headers and Page Breaks

- Repeat Row Headers
- Adjust Page Break Options

2.1 Pictures

- Insert a Picture
- Insert an Online Picture
- Crop a Picture
- Use Picture Styles
- Use Picture Effects

2.2 Screenshots and Remove Background

- Insert a Screenshot
- Remove a Background

2.3 Text Boxes

- Insert a Text Box
- Draw a Text Box
- Link Text Boxes

2.4 Shapes

- Insert a Shape
- Draw a Shape
- Shape Styles
- Add Text

2.5 Icons

- Insert an Icon
- Format an Icon

2.6 Drawings

- Create a Drawing
- Change pen Type
- Erase a Drawing

2.7 Add Descriptive Text

- Add Alt Text

2.8 WordArt

- Insert WordArt
- Format WordArt

2.9 Charts

- Insert a Chart
- Add Chart Data
- Change the Layout
- Modify Chart Elements

2.10 SmartArt

- Insert SmartArt Diagrams
- Add Text
- Format SmartArt

2.11 Modify Objects

- Resize an Object
- Move an Object
- Rotate an Object
- Delete an Object

2.12 Position and Text Wrap

- Position an Object
- Align an Object to Text
- Wrap Text Around an Object

2.13 Layer Objects

- Use the Layer Object Buttons
- Use the Selection Pane

2.14 Flip and Rotate Objects

2.15 Distribute and Align

- Distribute Objects
- Align an Object

2.16 Group Objects

- Group
- Ungroup

3.1 Apply and Modify Styles

- Apply a Style
- Change Style Sets
- Create a Style
- Modify a Style

3.2 Themes

- Apply a Theme
- Customize a Theme

3.3 Templates

- Use a Document Template
- Create a Document Template
- Use or Edit a Custom Template

3.4 Custom Themes and Style Sets

- Create Custom Color Sets
- Create Custom Font Sets
- Create Custom Themes
- Create Custom Style Sets

4.1 Outlines

Outline View
Demote or Promote Items
Modify the View

4.2 Navigate Long Documents

4.3 Bookmarks

Add a Bookmark
Find a Bookmark

4.4 Pagination and Hyphenation Options

Control Widows and Orphans
Keep Paragraphs Together
Control Hyphenation

4.5 Sections

Insert a Section Break
Customize a Section Layout

4.6 Cross References

4.7 Links

4.8 Table and Figure Captions

Add a Figure Caption
Add a Table Caption
Add a Table of Figures

4.9 Footnotes and Endnotes

Create Footnotes and Endnotes
Convert Footnotes and Endnotes

4.10 Citations

Create a Citation
Add a Bibliography

4.11 Table of Contents

Preview the Table of Contents
Insert a Table of Contents
Customize a Table of Contents
Update a Table of Contents

4.12 Index

Insert an Index
Update an Index