



## Document Integrity & Compatibility

- Permissions
- Prepare for Sharing
- Versions
- Save As
- PDF and XPS

- Add Drop-Down Field Lists
- Add Text and Calculated Form Fields
- Add Check Box Fields
- Protect Forms
- Use a Fill-In Form
- Complete the Order Form

## Section 1 - Styles & Themes

- Styles & Style Gallery
- Create/Apply/Modify Styles
- Change Styles Button
- Change/Save Style Sets
- Modify Fonts
- Add/Remove Styles from Style Gallery
- Delete Styles
- Delete Style Sets
- Style Area
- Style Inspector
- Themes
- Change/Customize Themes
- Save/Delete Themes

## Section 4 - Track Changes

- Track Changes
- Balloons
- Display for Review Button
- Reviewing Pane
- Comments
- Show Markup Features
- Changes from Multiple Users
- Accept/Reject All Changes
- Turn Off Tracking
- View Side by Side Feature
- Protect Documents
- Formatting Restrictions
- Edit Restrictions

## Section 2 - Templates

- Create Templates
- Locate and Use Templates
- Add Macros to Templates
- Developer Tab
- Save Macro-Enabled Templates
- Open Macro-Enabled Templates
- Edit Templates
- Add Footers
- Change Default Font
- Change Default Paragraph Settings

## Section 5 - References

- Table of Contents
- Footnotes and Endnotes
- Convert Notes Feature
- Citations and Bibliographies
- Placeholders
- Source Manager
- Captions
- Table of Figures
- Cross-References
- Indexing
- Bookmarks and Hyperlinks
- Table of Authorities

## Section 3 - Macros & Forms

- Record Macros
- Save Macro-Enabled Documents
- Run Macros
- Add Macro Buttons
- Create Macro Shortcuts
- Delete Macros
- Create Forms

## Section 6 - Publishing

- Headers and Footers
- Add a Cover Page
- Cover Page Options
- Renumber Pages
- Watermarks/Custom Watermarks
- Page Borders and Page Color