



## Office Interface

## File Management

### Section 1 – Working with Columns & Tabs

- Format Columns
- Column/Section Breaks
- Insert Text
- Justification
- Tabs on the Ruler
- Set/Move/Clear a Tab
- Using the Tabs Dialog Box
- Borders

### Section 2 – Tables

- Table Design
- Type in Tables
- Sizing a Table/Columns
- Insert a Row
- Select a Table
- Borders/Gridlines
- Move and Size a Table
- Merge Cells
- Quick Tables
- Text to Table/Table to Text
- Table Styles/Themes

### Section 3 – Calculations & Charting

- Calculations Using Excel
- Format an Excel Table
- Calculations Using the Quick Access  
Toolbar & Ribbon
- Use the Formula Dialog Box
- Use the Status Bar
- View Formulas
- Update Fields
- Paste a Function

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- Charts
- Edit Chart Data
- Format the Chart
- Chart Types
- SmartArt

### Section 4 – Pictures & Online Pictures

- Online Pictures
- Size a Picture
- Move a Picture
- Duplicate a Picture
- Delete a Picture
- Add Borders and Shading
- Picture Shape/Layout
- Insert Screenshot
- Format Options
- WordArt

### Section 5 – Quick Parts & Autocorrect

- Quick Parts
- New Entry
- AutoCorrect
- Exceptions
- AutoFormat Settings

### Section 6 – Merge & Mailings

- Data Source/Data Fields
- Delete/Add Fields
- Enter Recipients
- Verify Records
- Insert Merge Fields
- Insert Individual Fields
- Merging the Files
- Merge to New Document
- Envelopes
- Mail Labels

## APPENDIX KEYBOARD SHORTCUTS