|  |  |
| --- | --- |
| **TASK** | **LIST WHAT TAB, GROUP & BUTTON TO FIND IT. (IF NECESSARY, INCLUDE ANY ADDITIONAL STEPS)** |
| Bookmarks | Select text then - Insert Tab > Links Group > Bookmark |
| Importing/inserting text from files | Insert Tab > Text Group > Text from File |
| Tables | Insert Tab > Tables Group > Table |
| * Formatting | Table Tools > Design/Layout Tabs |
| * Converting text to table | Select text, Insert Tab > Table Group > Convert Text to Table (choose how you want it converted) |
| * Converting table to text | Select entire table, Table Tools > Layout Tab > Data Group > Convert to Text (choose how you want it separated) |
| Tabs | Can set from ruler or open Paragraph launcher and click the “Tabs” button on bottom left |
| Indents | Can be edited using the Paragraph dialogue box OR by going to the Page Layout Tab > Paragraph Group OR you can edit using the ruler |
| Columns | Page Layout Tab > Page Setup Group > Columns |
| Thesaurus/dictionary | Review Tab > Proofing Group |
| Drop Cap | Insert Tab > Text Group > Add a Drop Cap |
| Captions | Right click on image OR References Tab > Captions Group |
| Page layout stuff | Page Layout Tab |
| * Margins | Page Layout Tab > Page Setup Group > Margins – can use presets OR can manually enter in values by choosing Custom Margins at bottom |
| Multilevel lists | Home Tab > Paragraph Group > Multilevel Lists – remember you can edit these by selecting “Define New Multilevel List” |
| Hyperlink | Insert Tab > Links Group > Hyperlink OR Right-click and choose Hyperlink (select text you want to link first) – same as PowerPoint |
| Auto save | File Tab > Options > Save > change the “Save Autorecover information every XX minutes” to the appropriate time frame indicated |
| Embed fonts | Same window as the “Auto Save” – at very bottom of the window, check box to “embed fonts in the file” |
| Instructions unclear | Do your BEST! Use the reference images to help you if you are unsure what it is asking! |
| SmartArt | Insert Tab > Illustrations Group > SmartArt – remember to add/delete boxes easier from your SmartArt, use the text section to edit your contents (the small arrow pointing left on the left side of the SmartArt box) |
| Spacing | Several places to edit – Home Tab > Paragraph Group > Line & Paragraph Spacing OR Paragraph Dialogue Box OR Page Layout Tab > Paragraph Group > Spacing Before/After |
| Inserting things | Insert Tab > |