CAOT 121--Word Processing/Word 2 Competencies

- Tables in Word
  - Insert and format a table
  - Sort and apply formulas to table data
  - Convert text to table
- Graphics
  - Insert, move, resize clip art
  - Create and modify WordArt
  - Insert symbols
- Document collaboration and references
  - Insert comments
  - Track changes
  - Compare and combine documents
  - Create and modify master and subdocuments
  - Use document map and bookmarks
  - Use reference sources
  - Create and modify footnotes and endnotes
  - Add captions
- Templates, Themes, Mail Merge
  - Use various templates
  - Create a template
  - Customize theme colors, fonts, and effects
  - Create and modify Mail Merge
    - Use Excel and Access as external data sources