Newsletters, Graphics, Linking
- Create newsletter
  - Insert drawing shapes
  - Insert SmartArt
  - Insert text box
- Format, group, layer, flip, rotate graphical objects
- Use OLE to insert object
- Update linked objects

Forms, Security and Macros
- Create an electronic form
- Insert form controls
- Protect form
- Set restrictions
- Set passwords
- Record and run a macro

Web Pages, XML, Blogs
- Use Word to create a Web Page
- Apply themes, color, hyperlinks, bookmarks in a Web Page
- Preview and publish Web Page
- Understand XML
- Attach XML schema
- Create blog post
- Use Research task pane