
TUTORIAL 1 MAIL MERGE

- Form letters
- Data sources for the recipient list
- Mailing labels and envelopes

TUTORIAL 2 OBJECTS AND BACKGROUNDS

- Objects
- Document backgrounds

TUTORIAL 3 FORMS

- Form fields
- Form protection
- Sharing and securing documents

TUTORIAL 4 MACROS

- Recording and running macros
- Modifying and deleting macros

TUTORIAL 5 TOOLBAR AND KEYBOARD CUSTOMIZATION

- Customizing the quick Access toolbar
- Customizing keyboard shortcuts

TUTORIAL 6 LONG DOCUMENTS

- Master documents
- Tables of contents and figures
- Indexes, bibliographies, and other references
- Bookmarks and cross-references
- Web frames

TUTORIAL 7 XML FEATURES

- Working with XML