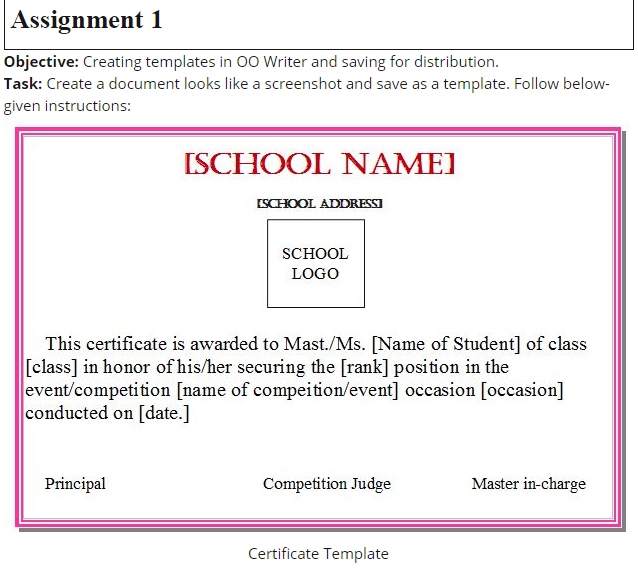
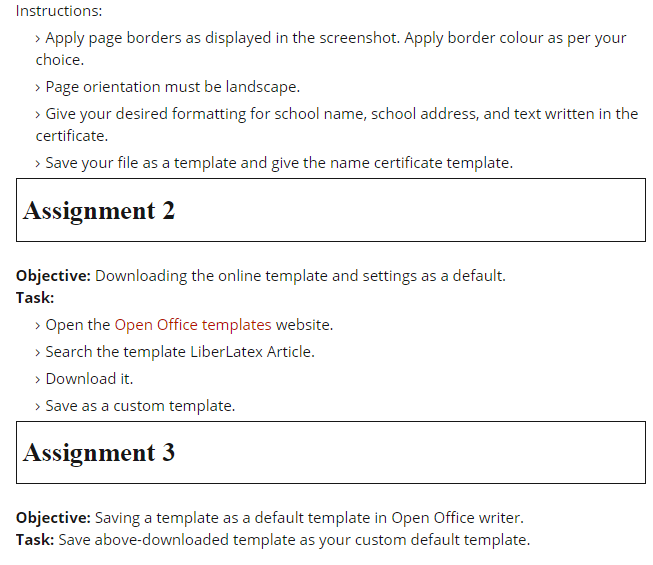
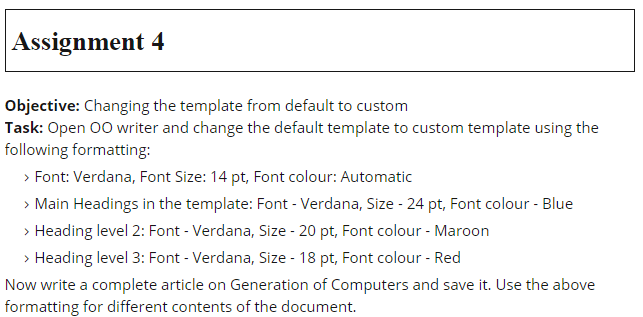
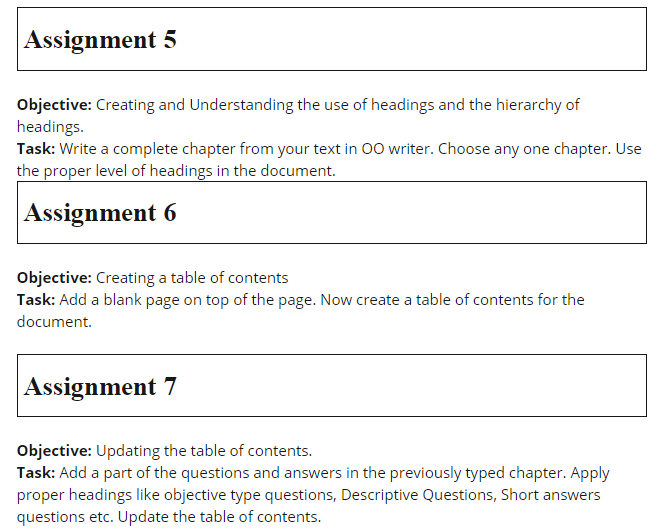
**Session 3: Create and use templates**



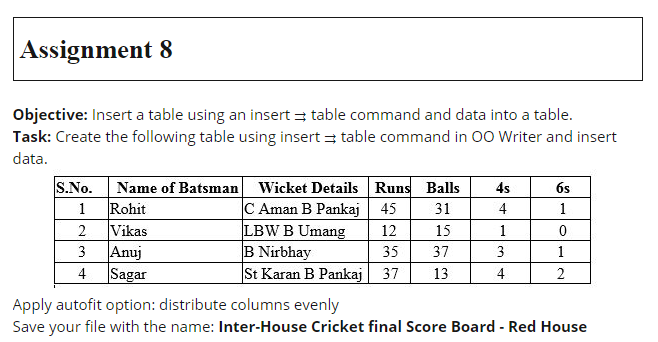


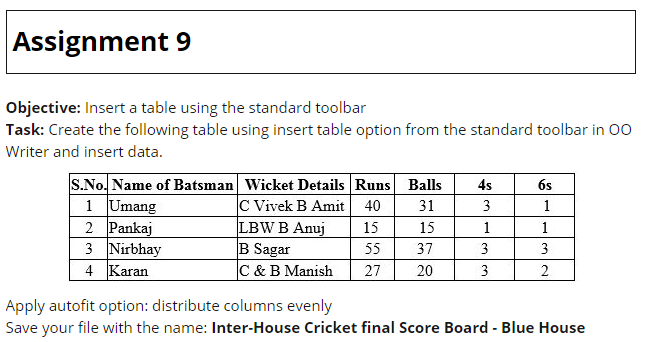


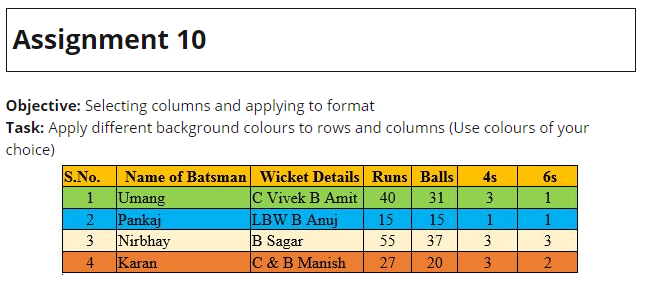
**Session 4: Create and customize Table of Contents**

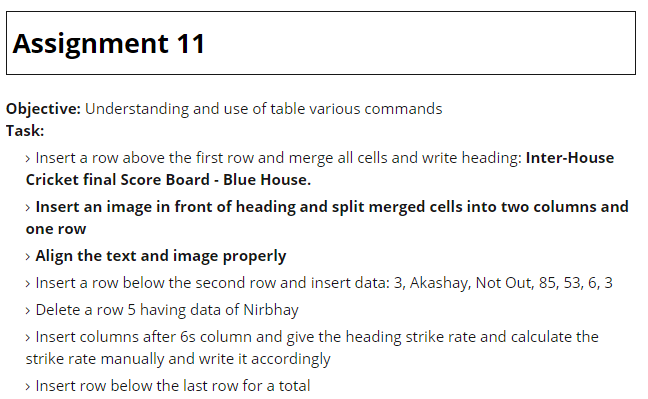


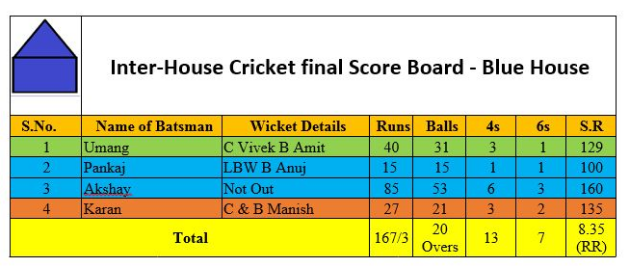
**Working with tables**











**Session 5: Implementing Mail Merge**

