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| Airline ticket art | Nội dung ôn tập Word Expert  Lê Ngọc Như Ý |

# Manage documents and templates

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| Move and copy styles, macros, and building blocks | To copy styles between templates  To copy macros between templates  To move a building block to a document or template |
| Manage document versions | To restore an autosaved version of a document  To recover an unsaved version of a document |
| Compare and combine documents | To compare documents  To combine two or more documents |
| Link to external data | To link to external data  To link to a file |
| Enable macros in a document | To enable macros in a document  To save macros in a document or a template |
| Change default program settings | To display hidden ribbon tabs  To change the default font |

# Prepare documents for review

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| Prepare documents for review | To restrict editing and formatting  To mark a document as final  To define passwords required to open or modify a document  To encrypt a file with a password  To remove password protection |

# Manage document changes

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| Manage change tracking | To turn change tracking on or off  To lock change tracking  To unlock change tracking  To set tracking options |
| Manage markup options | To display specific types of markup elements  To display changes by specific reviewers  To change the version of the markup that is displayed |
| Manage tracked changes | To accept or reject a change  To accept or reject only changes that are shown  To accept or reject all changes  To display the Reviewing pane  To accept or reject changes in the Reviewing pane |
| Insert and manage comments | To insert a comment  To move from comment to comment  To delete a comment  To delete all comments in a document  To reply to a comment |

# Perform advanced editing and formatting

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| Find and replace text by using wildcards and special characters | To display the Replace tab of the Find And Replace dialog box  To search and replace by using wildcard characters  Use special characters to find and replace text  To search and replace by using special characters |
| Find and replace formatting and styles | To find and replace formatting  To find and replace styles  To find and replace text by using formatting or styles |
| Set advanced page layout options | To insert a section break  To display formatting marks  To delete a section break  To change the type of a section |
| Set up pages | To set custom margins  To set a custom paper size  To set up custom columns  To assign line numbers  To automatically hyphenate a document  To manually hyphenate a word |
| Adjust paragraph spacing and indentation | To adjust paragraph specifications |
| Arrange objects on pages | To set the position and text wrapping of a selected object on a page |
| Link text boxes | To link text boxes  To break the link between text boxes |
| Set paragraph pagination options | To set paragraph pagination options |
| Resolve style conflicts | To resolve style conflicts when pasting content between documents |

# Create styles

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| Create paragraph and character styles | To create a paragraph style  To create a character style |
| Modify styles | To modify an existing style |

# Create advanced references

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| Mark index entries | To display index entries and hidden formatting symbols in a document  To open the Mark Index Entry dialog box  To mark index entries  To create a bookmark that defines a page range |
| Insert index entries from a file | To create an automark file  To mark index entries by using an automark file  Create and update indexes  To specify index formatting options and generate the index  To edit index entries  To delete index entries  To update an index |

# Create and manage references

| Customize a table of contents | To build a table of contents from scratch  To create a custom table of contents  To open the Mark Table Of Contents Entry dialog box  To mark a table of contents entry manually |
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| Caption and reference document elements | To create a caption for a document element  To create a custom label  To insert a table of figures  To set options for a table of figures |

# Manage forms, fields, and mail-merge operations

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| Manage fields and their properties | To insert a field  To modify field properties  To update a field |
| Perform mail-merge operations | To create and manage a recipient list  To modify a recipient list  To select an external data source  To use an Outlook contact folder as a recipient list |
| Modify recipient lists | To edit a recipient list  To refine a recipient list |
| Insert merge fields | To insert an address block merge field  To insert a greeting line merge field  To insert a merge field  To match merge fields with recipient list fields  To preview mail-merge results |
| Add mail-merge rules | To define an If Then Else mail-merge rule |
| Send email messages to groups of recipients | To send an email message as a mail-merge document |
| Configure label or envelope settings for mail-merge operations | To configure and print on envelopes  To configure and print on labels |

# Create and modify building blocks, macros, and controls

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| Create Quick Parts | To create a Quick Part  To insert a Quick Part in a document |
| Manage building blocks | To open the Building Blocks Organizer  To open the Modify Building Block dialog box for a building block  To edit building block properties  To delete a building block |
| Create and modify simple macros | To open the Record Macro dialog box  To record a macro  To pause and resume recording  To open the Macros dialog box  To edit a macro |
| Insert and configure content controls | To turn design mode on or off  To insert a text content control  To insert a picture content control  To insert a combo box or a drop-down list  To insert a date picker content control  To insert a check box content control  To insert a building block gallery content control  To insert a repeating section content control  To remove a content control from a document  To customize the text in a content control  To format a control |

# Create custom style sets and templates

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| Create custom color and font sets | To create a custom color set  To insert a custom font set |
| Create custom themes | To create a custom theme |
| Create custom style sets | To create a custom style set |
| Insert and configure content controls | To install another editing language  To set the proofing language for document content |
| Add alt text to document elements | To add alt text to an image  To add alt text to a table |
| Manage multiple options for the +Body and +Heading fonts | To specify font settings for the body and heading fonts  Implement global content standards |