
Manage document options and settings

Manage documents and templates

- modify existing document templates
- manage document versions
- compare and combine multiple documents
- link to external document content
- enable macros in a document
- customize the Quick Access toolbar
- display hidden ribbon tabs
- change the Normal template default font

Prepare documents for collaboration

- restrict editing
- protect documents by using passwords

Use and configure language options

- configure editing and display languages
- use language-specific features

Use advanced editing and formatting features

Find, replace, and paste document content

- find and replace text by using wildcards and special characters
- find and replace formatting and styles
- apply Paste options

Configure paragraph layout options

- configure hyphenation and line numbers
- set paragraph pagination options

Create and manage styles
• create paragraph and character styles
• modify existing styles
• copy styles to other documents or templates

**Create custom document elements**

**Create and modify building blocks**

• create QuickParts
• manage building blocks

**Create custom design elements**

• create custom color sets
• create custom font sets
• create custom themes
• create custom style sets

**Create and manage indexes**

• mark index entries
• create indexes
• update indexes

**Create and manage tables of figures**

• insert figure and table captions
• configure caption properties
• insert and modify a table of figures

**Use advanced Word features**

**Manage forms, fields, and controls**

• add custom fields
• modify field properties
• insert standard content controls
• configure standard content controls

**Create and modify macros**

• record simple macros
• name simple macros
• edit simple macros
• copy macros to other documents or templates

Perform mail merges

• manage recipient lists
• insert merged fields
• preview merge results
• create merged documents, labels, and envelopes