

Learning Microsoft Office 365: Level 2

Table of Contents

Microsoft Word

- Chapter 5 ■ Using Advanced Formatting, Lists, and Charts
- Chapter 6 ■ Using Reusable Content and Markup Tools
- Chapter 7 ■ Using Advanced Tables and Graphics
- Chapter 8 ■ Working with Long Documents
- Chapter 9 ■ Embedding and Linking Objects, Using Mail Merge, and Creating Macros

Microsoft Excel

- Chapter 6 ■ Managing Large Workbooks
- Chapter 7 ■ Creating Charts, Shapes, and Templates
- Chapter 8 ■ Creating Macros and Using Data Analysis Tools
- Chapter 9 ■ Analyzing Data
- Chapter 10 ■ Preparing Workbooks for Collaboration

Microsoft Access

- Chapter 4 ■ Customizing Tables and Databases
- Chapter 5 ■ Developing Advanced Queries
- Chapter 6 ■ Customizing Forms and Reports
- Chapter 7 ■ Securing, Integrating, and Maintaining Data

Microsoft PowerPoint

- Chapter 5 ■ Working with Masters, Handouts, and Text
- Chapter 6 ■ Working with Graphic Objects and Media
- Chapter 7 ■ Finalizing and Sharing a Presentation