# Word Level 3

## Reviewing and Collaborating

- Add, Edit, Navigate and Delete Comments
- Track Changes
- Use the Review Pane
- Understand Markup Views

## Using Quick Parts

- What are Quick Parts?
- Insert Building Blocks
- Use the Building Blocks Organizer
- Modify Building Blocks
- Copy Building Blocks between Documents
- Insert Fields using Quick Parts

## Using Mail Merge

- What is Mail Merge?
- Use the Mail Merge Wizard
- Merge to a Document
- Merge to Envelopes and Labels
- Merge to Email

## Inserting Graphic Objects

- Insert Symbols and Special Characters
- Add Images to Documents
- Resize and Crop an Image
- Rotate Images
- Adjust Color, Effects, and Picture Styles
- Position Images with Text
- Add Captions
- Insert and Format Screenshots
- Align, Distribute, Group and Order Graphics
- Review Text Wrapping Styles
- Add Captions to Images
- Add and Format WordArt and Other Effects
- Add and Format SmartArt

## Using Macros

- What is a Macro?
- Work with the Developer Tab
- Set Macro Security
- Record a Macro
- Assign a Macro to a Keystroke or QAT
- Manage Macros with the Organizer