

CHAPTER OVERVIEW

4: Microsoft Word Intermediate Skills

Learning Objectives

- Change page layout
- Create and modify text boxes
- Create tables to organize information in a Word document
- Place images in a Word document
- Add a hyperlink

[4.1: Why It Matters- Microsoft Word Intermediate Skills](#)

[4.2: Introduction to Page Layout](#)

[4.3: Tab Stops](#)

[4.4: Columns](#)

[4.5: Headers and Footers](#)

[4.6: Introduction to Text Boxes](#)

[4.7: Text Boxes](#)

[4.8: Introduction to Tables](#)

[4.9: Creating Tables](#)

[4.10: Converting Text to a Table](#)

[4.11: Formatting Tables](#)

[4.12: Introduction to Images](#)

[4.13: Adding Images](#)

[4.14: Text Wrap](#)

[4.15: Introduction to Hyperlinks](#)

[4.16: Hyperlinks](#)

[4.17: Putting It Together- Microsoft Word Intermediate Skills](#)

[4.18: Assignment- Create Document with Tables and Images](#)

[4.19: Discussion- Cover Pages](#)

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