

CHAPTER OVERVIEW

5: Microsoft Word Advanced Skills

Learning Objectives

- Use templates and text effects
- Insert watermarks and icons
- Insert citations
- Perform a mail merge
- Use internet tools to enhance Word documents

[5.1: Why It Matters- Microsoft Word Advanced Skills](#)

[5.2: Introduction to Advanced File Creation and Text Formatting](#)

[5.3: Creating a New Document from a Template](#)

[5.4: Text Effects](#)

[5.5: Introduction to Watermarks and Icons](#)

[5.6: Watermarks](#)

[5.7: Icons in Word](#)

[5.8: Introduction to Citations](#)

[5.9: Citations](#)

[5.10: Introduction to Mail Merge](#)

[5.11: Mail Merge](#)

[5.12: Introduction to Internet and Word](#)

[5.13: Internet and Word](#)

[5.14: Putting It Together- Microsoft Word Advanced Skills](#)

[5.15: Assignment- Edit a Newsletter](#)

[5.16: Discussion- Advanced Shortcuts](#)

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