Explore Doc's easy-to-use layout tools that organize document information into columns, tabbed columns, tables, and embedded spreadsheets. Learn how to make data easier to read and understand by displaying data in rows and columns, with optional title and table headings. See the differences in the display of data when comparing columnar layout styles for tabs, columns, tables, and embedded spreadsheets. Work with the default tab settings and then learn how to manually set tab stops for perfect positioning. Set up a multi-column layout and compare that with a parallel column setup. Convert existing text into newspaper layout. Insert a table from a grid or draw one from scratch. Quickly convert existing text into a table layout. Insert or embed a new or existing worksheet and optionally link it from Google Sheets. Insert charts and graphs including column, bar, line, and pie. Add diagrams like org charts and flow charts. Add pictures, icons and graphic shapes and optionally connect them with connector lines. Insert bookmarks and hyperlinks. Add document referencing like table of contents, indexing, footnotes, and endnotes. Share and collaborate using OneDrive cloud storage. Manage the many versions of your document and go back to any one of them. Learn how to mail merge envelopes, labels and form letters and learn how to perform e-mail mail merge as well.

TABBED COLUMNS LAYOUTS

- Use Preset Tab Stops to Align Text On.
- New Tab Stops for Advanced Alignment.
- Properly Move and Copy Tab Stops.
- Tabs to Create Table of Contents & Index.
- Remove Tab Stops and Default Tab Stops.

SORTING TEXT AND PARAGRAPHS

- Sort by Text, Numbers and Dates.
- Paragraphs, Tabs and More.

NEWSPAPER AND PARALLEL COLUMNS

- Newspaper-Like Multi-Columned Layouts.
- Convert Paragraphs into Columns.
- Ruler to Modify Column Width & Pos.
- Professional Looking Parallel Columns.

TABLES AND EMBEDDED SPREADSHEETS

- Create Tables by Drawing and Templates.
- Convert Existing Text into Table Format.
- Add and Remove Columns and Rows.
- Resize Column Width and Row Height
- Split and Merge Columns and Rows.
- Bordering and Shading – Wrap Text Around.
- Apply Styles for Quick Formatting.
- Align and Rotate Text within Cells.
- Sort Rows of Data by Any Column.
- Insert Worksheet as Linked or Static.

GRAPH CHARTS AND SMARTART DIAGRAMS

- Create Column, Line and Pie Graph Charts with Just a Few Clicks of the Mouse.
- Create Combination Charts Using Multiple Graphic Types in a Mix.
- Learn How to Insert Linked Excel Graphs.
- Create Organizational Charts and Flowchart-Like Diagrams with SmartArt.

PICTURES, SHAPES, AND ICONS

- Insert Pictures from Your Computer, Network and Online.
- Set How Text Wraps Around a Picture.
- Insert Icons from a Library of Images.
- Insert 3-D Modeling Graphics.
- Create Text Boxes, Shapes, Lines, Arrows, Stars, Banners and Callouts.
- Apply Color, Bordering, Fills, Shadows and Other Special Effects.
- Insert Screen Shots Using Snip and Sketch.
- Insert On-Line Videos to Play Within Doc.

BOOKMARKING AND HYPERLINKING

- Set Bookmarked Areas Throughout the Document to Later Jump To.
- Insert Links to Specific Bookmarks.
- Insert Links to Files, Web Pages and New Email Messages.

DOCUMENT REFERENCING

- Create Footnotes and Endnotes for Details at Page Bottom and Document End.
- Create an Index to List and Page Reference the Terms and Topics in a Document.
- Table of Contents for a Quick Summary and Page Reference to What is in the Document.

SHARE, COLLABORATE AND VERSIONS

- Share a Document with Others.
- Set Tracking Changes Tool to Track Changes Made by Each Collaborator.
- View Various Versions of a Document and Save Previous Versions as New Files.

SNAIL MAIL MERGE

- Mass Mail Form Letters, Labels and Envelopes.
- Merge from Google Contacts and Sheets Data.
- Use Filters to Focus on Only Those Data That is Relevant to the Merge.

EMAIL MAIL MERGE

- Create Mass-Mail E-Mail Mail Merges.
- Create Personalized Mass Emails to Look Like Each Mailing is Unique