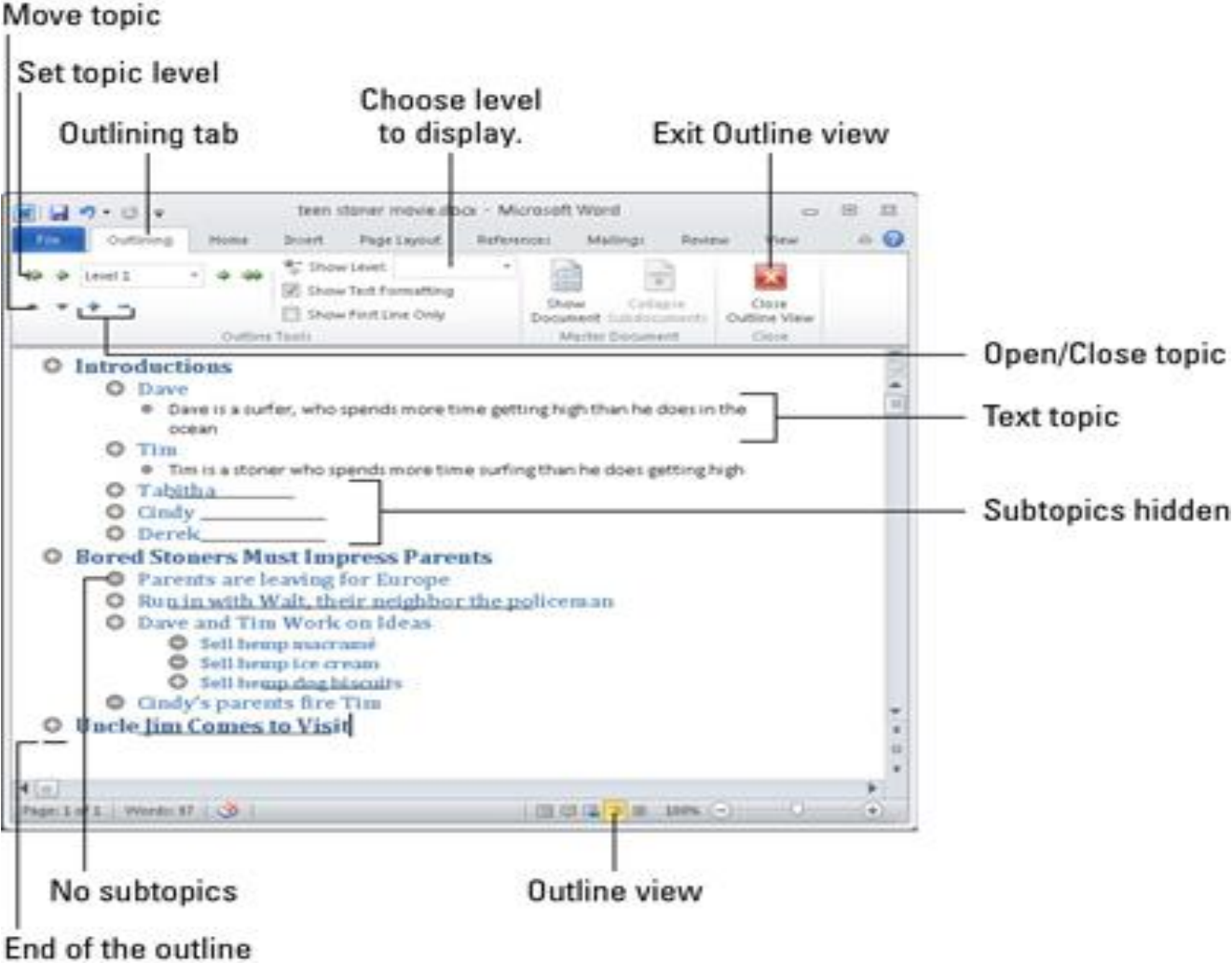# Word – some advanced uses
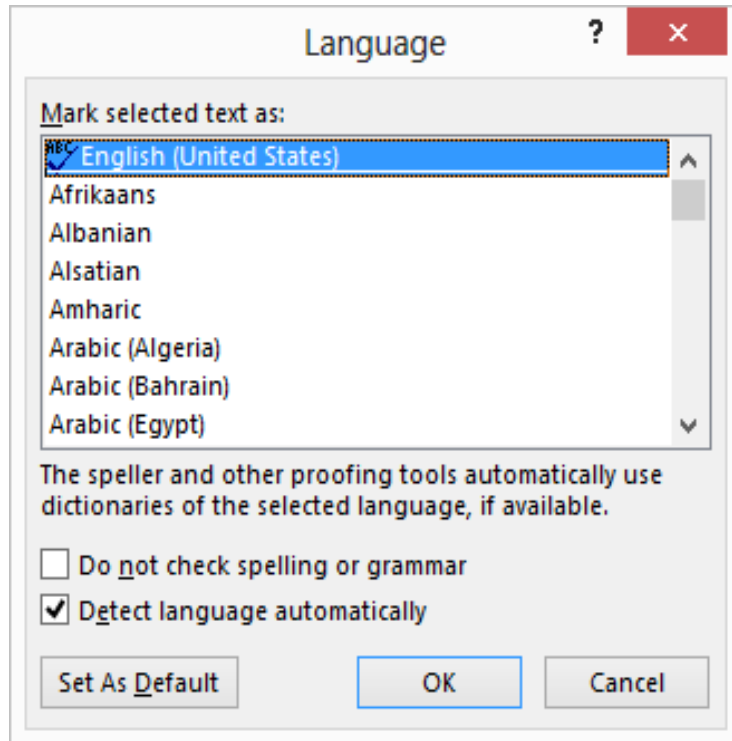
Angelo Gargantini

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How to Use Word Outline View
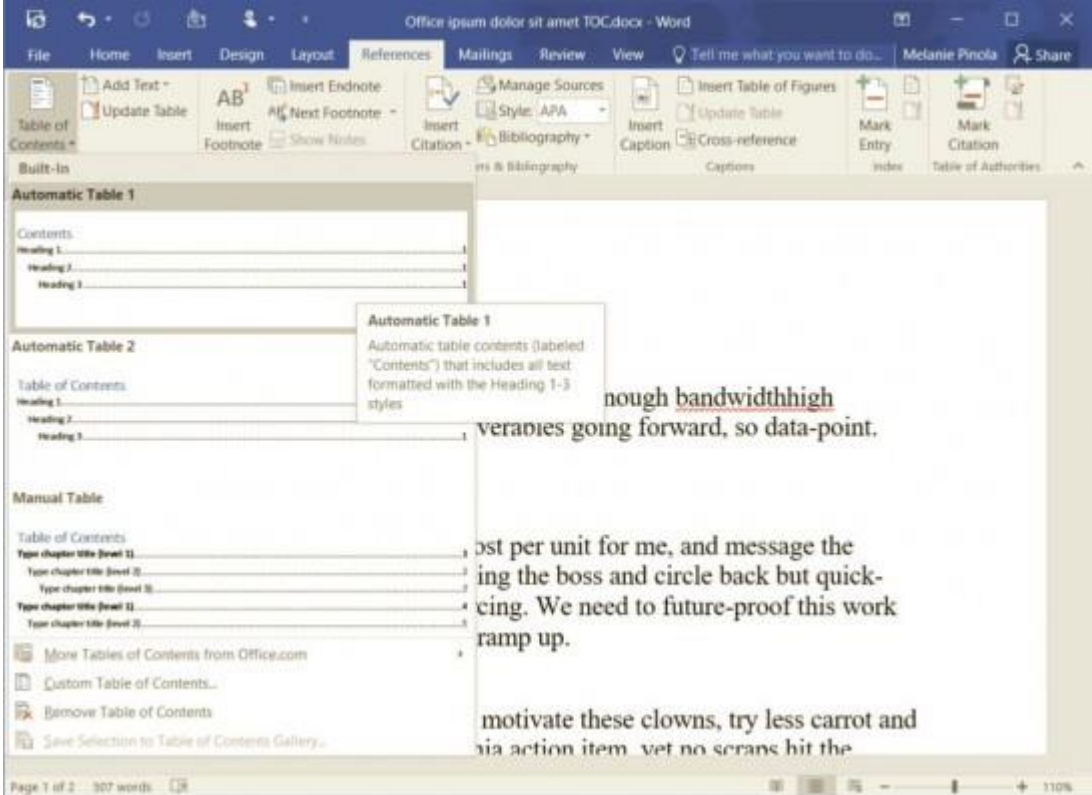
How to use two languages

Generation of the TOC

- Using styles to generate the TOC

Inserting footnotes and endnotes
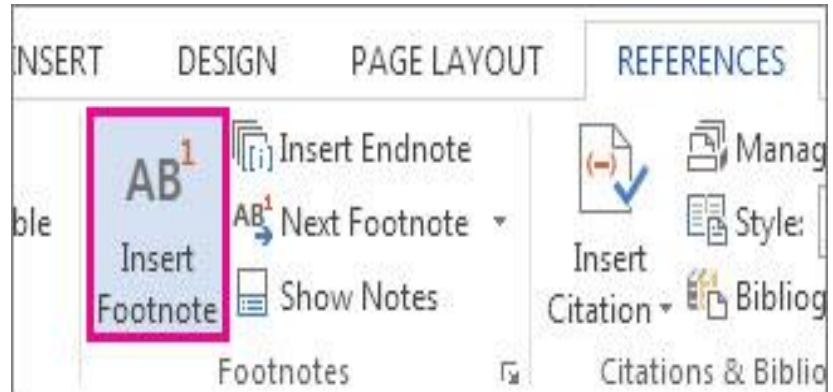
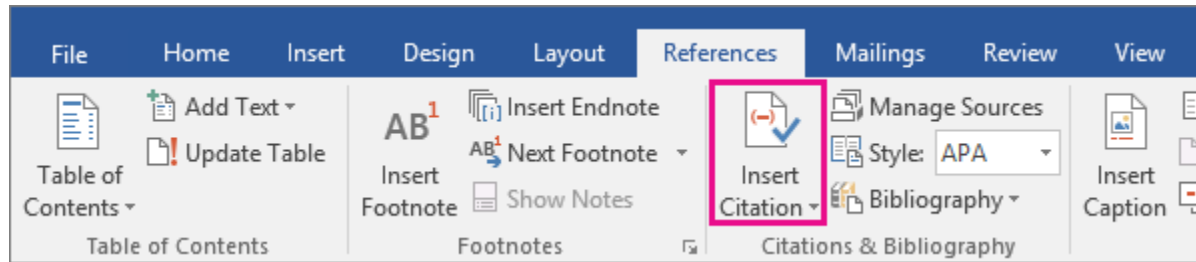# Inserting captions and references to figures
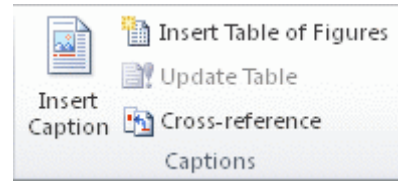
Inserting bibliography

Creating an index of terms

Master document