



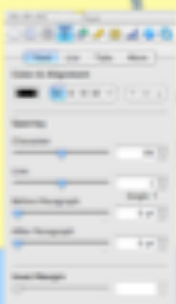
Ultra Expert

Can use 80% of the programs features
Can use styles consistently and create new styles
Can create and use new sections
Can add hyperlinks and movies
Can insert date time etc/ headers and footers
Can adjust column layouts, use layout breaks and master objects



Expert

Can adjust paragraph spacing
Can arrange (back/front), align and distribute objects
Can group and ungroup objects
Can do a find and replace
Can do a "plain text" or "match style" paste
Can create a well designed layout from scratch



Achiever

Can make items transparent (alpha)/use opacity/mask
I can fill and shadow objects
Can add tables and other objects, alter them and text wrap
Can add clipart and digital pictures



Beginner

Can adjust margins and page size
Can undo any problems
Can manage lists
Can choose a template and preserve a good layout
Can add new pages
Can spellcheck

