

# **Microsoft Office Specialist Word 2016**

## **Session 1**

### **Section A: Introduction to Word 2016**

- Introduction

### **Section B: Getting Started**

- How to Take This Course
- Tour of Office
- Tour of Word

### **Section C: Create Documents**

- Create a Blank Document
- Create a Document from a Template
- Open a PDF in Word
- Insert Text from Other Sources

### **Section D: Navigate Through Documents**

- Search for Text
- Insert Hyperlinks
- Create Bookmarks
- The Go To Feature

### **Section E: Format Documents**

- Modify Page Setup
- Apply Document Themes
- Apply Document Style Sets
- Insert Headers and Footers
- Insert Page Numbers
- Format Page Background Elements
- Watermarks

### **Section F: Customize Document Views and Options**

- Change Document Views
- Customize Through Zoom Settings
- Customize the Quick Access Toolbar
- Split Windows
- Add Document Properties
- Show and Hide Formatting Symbols

### **Section G: Print and Save Documents**

- Modify Print Settings
- Save Documents in Different Formats
- Print Documents
- Check for Document Issues
- Inspect for Accessibility Issues
- Inspect for Compatibility Issues

### **Section H: Domain 1 Recap**

- Domain 1 Test Tips

## **Session 2**

### **Section A: Insert Text and Paragraphs**

- Find and Replace Text
- Cut and Paste Text
- Copy and Paste Text

- Use AutoCorrect to Replace Text
- Insert Symbols
- Insert Special Characters
- Use Undo and Redo

#### **Section B: Format Text and Paragraphs**

- Apply Font Formatting
- Use the Format Painter
- Set Line and Paragraph Spacing
- Set Line and Paragraph Indentation
- Set Tabs
- Clear Formatting
- Use the Text Highlighter
- Apply Built-In Styles
- Change Text to WordArt

#### **Section C: Order and Group Text and Paragraphs**

- Format Text in Multiple Columns
- Insert Page Breaks
- Insert Section Breaks
- Insert Column Breaks
- Set Page Setup Options in a Section

#### **Section D: Domain 2 Recap**

- Domain 2 Test Tips

### **Session 3**

#### **Section A: Create Tables and Lists**

- Create a Table
- Convert Text to Tables
- Convert Tables to Text
- Create a Table with Specific Options
- Apply Table Styles
- Set Table Style Options

#### **Section B: Modify a Table**

- Sort Table Data
- Cell Margins and Spacing
- Merge and Split Cells
- Resize Tables
- Resize Rows and Columns
- Split Tables
- Configure a Repeating Row Header

#### **Section C: Create and Modify a List**

- Create a Numbered List
- Create a Bulleted List
- Change Number Formats
- Change Bullet Characters
- Customize Bullet Characters
- Customize Number Formats
- Increase or Decrease List Levels
- Control List Numbering
- Set Starting Number Value

#### **Section D: Domain 3 Recap**

- Domain 3 Test Tips

## **Session 4**

### **Section A: Create and Manage References**

- Create and Manage Reference Markers
- Insert Footnotes
- Insert Endnotes
- Modify Footnote Properties
- Modify Endnote Properties
- Create Bibliography Citation Sources
- Modify Bibliography Citation Sources
- Insert Citations for Bibliographies
- Insert Figure Captions
- Insert Table Captions
- Modify Caption Properties

### **Section B: Create and Manage Simple References**

- Insert a Table of Contents
- Update a Table of Contents
- Insert a Cover Page

### **Section C: Proofing the Document**

- Check Spelling and Grammar

### **Section D: Domain 4 Recap**

- Domain 4 Test Tips

## **Session 5**

### **Section A: Insert and Format Graphic Elements**

- Insert Graphic Elements
- Insert Shapes
- Insert Pictures
- Insert Screenshots
- Insert Screen Clippings
- Insert Text Boxes

### **Section B: Format Graphic Elements**

- Apply Artistic Effects
- Apply Picture Effects
- Remove Picture Backgrounds
- Format Objects
- Apply Picture Styles
- Wrap Text Around Objects
- Position Objects
- Add Alternative Text to Objects

### **Section C: Insert and Format SmartArt Graphics**

- Create a SmartArt Graphic
- Format a SmartArt Graphic
- Modify SmartArt Graphic Content

### **Section D: Domain 5 Recap**

- Domain 5 Test Tips

### **Section E: Test Taking Tips**

- Overall Test Tips