

Microsoft®

# Word 2016

## Core Certification Guide

Courseware 3260 Exam 77-725 ISBN 978-1-55332-471-3

### Course Description

This *Microsoft® Word 2016 Core Certification Guide* teaches the information worker how to use core skills to work with business documents such as letters, forms, and newsletters. The user will acquire fundamental concepts and skills, building on this foundation as they continue to increase their productivity to apply creative features and enhance various documents.

Students who complete this course will have reviewed all of the exam objectives and be prepared to take the Microsoft Office Specialist Word 2016 Core Exam #77-725. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

Suggested Course Length: 20-30 Hours

### Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- start and run Windows
- use the taskbar
- use the Start button
- use the Help feature
- use Minimize, Restore Down/Maximize, or Close
- use the left and right mouse buttons appropriately
- understand file management techniques
- navigate between files, folders, or drives

**About This Courseware**

Courseware Description  
 Course Design  
 Course Objectives  
 Conventions and Graphics

**Lesson 1: Getting Started**

Lesson Objectives  
 What is Word?  
   Starting Word 2016  
 Looking at the Screen  
   Accessing Commands and Features  
   Using the Backstage  
   Working with Text  
   Moving Around in the Document  
 Working with Documents  
   Creating a New Document  
   Switching Between Documents  
   Saving Documents  
   Closing a Document  
   Opening a Document  
 Lesson Summary  
 Review Questions

**Lesson 2: Manipulating Text**

Lesson Objectives  
 Changing the View  
   Adjusting the Zoom  
   Using Show/Hide ¶  
   Splitting the Window  
 Selecting Text  
   Selecting Consecutive Text  
   Selecting Non-Consecutive Text  
 Working with Text Using Undo  
   Using Repeat or Redo  
   Inserting Special Characters  
   Using Cut, Copy and Paste  
 Finding and Replacing Items  
   Finding Items  
   Replacing Items  
   Using AutoCorrect to Replace Items  
 Lesson Summary  
 Review Questions

**Lesson 3: Formatting Text and Paragraphs**

Lesson Objectives  
 Formatting Characters  
   Using the Font Dialog Box  
 Formatting Paragraphs  
   Aligning Text  
   Changing the Spacing  
   Indenting Paragraphs  
   Setting Tabs  
   Using the Format Painter

Formatting with Styles  
   Using Quick Styles  
   Using the Styles Pane  
 Organizing List Information  
   Customizing the Lists  
   Creating a Multilevel List  
 Using WordArt  
 Lesson Summary  
 Review Questions

**Lesson 4: Formatting Documents to Print**

Lesson Objectives  
 Modifying the Page Setup  
   Changing the Paper Size  
   Changing the Orientation  
   Changing the Margins  
   Inserting Page Breaks  
   Working with Section Breaks  
   Working with Columns  
 Using Headers and Footers  
   Inserting Page Numbers  
   Creating Headers and Footers  
 Working with Document Backgrounds  
   Adding Watermarks  
   Adding Background Colors  
   Adding Page Borders  
   Applying Themes  
   Using Document Style Sets  
 Lesson Summary  
 Review Questions

**Lesson 5: Distributing Documents**

Lesson Objectives  
 Proofing Your Document  
 Navigating with References  
   Using the Navigation Pane  
   Using the Go To Command  
 Working with Hyperlinks  
   Creating Bookmarks  
 Preparing to Print  
 Inspecting a Document  
   Maintaining Compatibility  
   Using the Document Inspector  
   Checking Documents for Accessibility  
 Lesson Summary  
 Review Questions

**Lesson 6: Using Tables**

Lesson Objectives  
 Working with Tables  
 Inserting a Table  
   Working with Text  
   Formatting the Table

Modifying Tables  
   Adjusting the Width or Height  
   Inserting Rows, Columns or Cells  
   Deleting Rows, Columns or Cells  
   Merging and Splitting Cells  
   Setting Row Headings  
   Using Table Styles  
   Modifying Cells  
 Converting Tabular Information  
   Converting a Table to Text  
   Converting Text to a Table  
 Sorting Lists of Data  
 Lesson Summary  
 Review Questions

**Lesson 7: Working with Illustrations**

Lesson Objectives  
 Inserting Images  
   Inserting Picture Files  
   Inserting Online Pictures  
   Inserting Screenshots  
   Manipulating Pictures  
 Working with Shape Objects  
   Drawing Shapes  
   Using Text Boxes  
   Manipulating Shapes  
 Using SmartArt  
   Using the Text Pane  
   Manipulating the SmartArt  
 Lesson Summary  
 Review Questions

**Lesson 8: Working with References**

Lesson Objectives  
 Why Use References?  
 Using Captions  
   Inserting a Table of Figures  
 Using Footnotes or Endnotes  
 Inserting Citation Sources  
   Editing an Author  
   Inserting a Bibliography  
   Managing Your Sources  
 Creating a Table of Contents  
 Inserting a Cover Page  
 Lesson Summary  
 Review Questions

**Appendices**

Appendix A: Courseware Mapping  
 Appendix B: Glossary of Terms  
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