

MOS WORD 2016

OBJECTIVE 1: Create and Manage Documents

Part 1.1. Create documents

- Create a blank document
- Create a blank document using a template
- Open a PDF in Word for editing
- Insert text from a file or external source

	TASK
1	Start Word, and do the following: a. Create a new document based on the built-in Blank document template. b. Save the document in the practice file folder as MyBlankDoc.docx .
2	In the open document, a. Create a document based on the Fax (<i>Equity</i> theme) template. b. Save the document in the practice file folder as MyFaxCover.docx .
3	Open the Word_1-1b text file in Word, and do following: a. Select the text file title, Nursery Rhymes , and format it as bold. b. Save a copy of the file in the practice file folder as MyNurseryRhymes.docx to preserve the formatting
4	Open PDF Word_1-1c.pdf , do the following: a. Modify the PDF file in Word by deleting the Technical Review paragraph from the last page of the file. b. Save the modified file in the practice file folder as a document named MyPDF.docx .
5	In the end of MyNurseryRhymes.docx , insert text from file Word 1-1b.txt

Part 1.2. Navigate Through a Document

- Search for text
- Insert hyperlinks
- Create bookmarks
- Move to a specific location or object in a document

	TASK
6	Open the Word_1-2 document, and then do the following: a. Search all instances of toy . Move between the search results by using the navigation buttons on the Results page b. Modify the search options to locate only instances of the capitalized word Toymakers , and then review the results. c. Perform an advanced search for all instances of Toy or toy , either capitalized or lowercase, that have the Heading 2 style applied.
7	Display the table of contents , and then do the following: a. Insert a hyperlink from each of the six first-level headings in the table of

	<p>contents to the corresponding heading in the document.</p> <p>b. Move to the Resources section of the document, and do the following: In the first paragraph, insert a hyperlink from the URL wingtip toys.com to the website at http://www.wingtip toys.com. Change the display text of the hyperlink from <i>wingtip toys.com</i> to the Wingtip Toys website and set the target frame to display the website in a new window.</p>
8	<p>In the Contact Us section of the page, do the following:</p> <p>a. Insert a hyperlink from sarah@wingtip toys.com that will create an email message addressed sarah@wingtip toys.com, with the subject MOS Study Guide message. Ensure that the display text remains sarah@wingtip toys.com.</p> <p>b. Select the name Lola Jacobsen and insert a bookmark named SalesManager.</p> <p>c. Attach a bookmark named DesignManager to the name Sarah Jones.</p>
9	<p>Return to the beginning of the document, and then use the Go To function to do the following:</p> <p>a. Move between graphics in the document until you reach the end.</p> <p>b. Move from the last graphic to the top of page 3.</p> <p>c. Move from the top of page 3 to the SalesManager bookmark.</p>

Part 1.3. Format document

- Modify page setup
- Apply document themes
- Apply document style sets
- Insert headers and footers
- Insert page numbers
- Format page background elements

	TASK
10	<p>Open the Word_1-3 document, and then do the following:</p> <p>a. Turn on automatic hyphenation.</p> <p>b. Apply the Facet theme to the document.</p> <p>c. Change the color set to the Red Orange palette, and change the font set to Corbel.</p>
11	<p>a. On page 2, add a Facet (Even Page) header and the Circle, Right page number in the right margin. Configure the header elements so they do not appear on the first page of the document.</p> <p>b. Add a diagonal watermark that displays the text Example Only to the page background. Format the text of the watermark as semitransparent 54-point orange (Accent 4) text. Apply the watermark and verify that it appears on all pages of the document.</p> <p>c. Apply the Casual style set to the document.</p>

Part 1. 4. Customize document options and views

- Change document views
- Customize views by using zoom settings
- Customize the Quick Access toolbar
- Split the window
- Add document properties
- Show or hide formatting symbols

	TASK
12	<p>Open the Word_1-4 document, and do the following:</p> <ol style="list-style-type: none"> a. Display the document content in Read Mode view. b. Display two windows of the document, then side by side in Print Layout view. c. Split the window, and display the document view in the upper split pane at 235% and the document view in the lower split pane at 45%. d. Close the lower split pane, and display the document at page width.
13	<p>Display the Quick Access Toolbar page of the Word Options dialog box, and do the following:</p> <ol style="list-style-type: none"> a. Create a Quick Access Toolbar that appears only in this document. b. Add the Format Painter button, the Shading button, and the More Shading Colors button from the Home tab to the document-specific Quick Access Toolbar. c. Add the Insert Comment button and the Accept All changes from the Review tab to the document-specific Quick Access Toolbar. d. Insert a separator between the three commands from the Home tab and the two commands from the Review tab.
14	<p>Display the Customize Ribbon page of the Word Options dialog box, and do the following:</p> <ol style="list-style-type: none"> a. Display the Developer tab on the ribbon. b. Hide the Mailings tab. c. Create a custom tab named Favorites with a custom group named Colors. Assign a symbol of your choice to the group. d. Move the Proofing group of commands from the Review tab to your Favorites tab. e. Add the Font Color and Text Highlight Color buttons to the Colors group
15	<p>Close the Word Options dialog box, display the document properties, and do the following:</p> <ol style="list-style-type: none"> a. Set the Title property to Simple Room Design and the Subject property to Room Planner. b. Assign the keywords (tags) redecorating, color, and style to the document. c. Add yourself as the only author. d. Add a custom property named Document Number with a value of 1001.
16	<ol style="list-style-type: none"> a. Check spelling the document and show all the formatting marks. b. Save the Word 1-4 document.

Part 1.5. Print and save documents

- Modify print settings
- Save documents in alternative file formats
- Print all or part of a document
- Inspect a document for hidden properties or personal information
- Inspect a document for accessibility issues
- Inspect a document for compatibility issues

TASK	
17	<p>Open the Word_1-5 document, review its content, and then do the following:</p> <p>a. Print only Section 1 of the document, with the scaling set to 2 Pages Per Sheet.</p> <p>b. Save a copy of the document in the practice file folder as a PDF file named MyBookmarks that is optimized for online publishing and includes bookmarks to all the document headings.</p> <p>c. Save a copy of the document in the practice file folder as a file named MyCompatible that is compatible with Word 2003.</p>
18	<p>From File Explorer, do the following:</p> <p>a. Open the MyBookmarks file in a PDF reading program (such as Microsoft Reader), display the bookmarks, and verify that clicking bookmarks moves to the corresponding headings.</p> <p>b. Open the MyCompatible document in Word 2016, ensure that Compatibility Mode appears in the title bar, and review the document to identify any changes resulting from the file compatibility downgrade.</p>
19	<p>Check hidden properties or personal information and remove these properties</p>

OBJECTIVE 2: Format text, paragraphs, and sections

Part 2.1. Insert text and paragraphs

- Find and replace text
- Cut, copy and paste text
- Replace text by using AutoCorrect
- Insert special characters

TASK	
21	<p>Open the Word_2-1a document and do the following:</p> <p>a. In the first paragraph, insert the registered trademark symbol (™) after the word Microsoft.</p> <p>b. Replace all instances of (<i>trademark</i>) in the document with paragraph character (¶) with font size 30 and red font color. Ensure that you replace only instances in which the word <i>trademark</i> is in parentheses, and no other version of the word.</p>
22	<p>Open the Word_2-1b presentation in PowerPoint and do the following:</p> <p>a. In the left pane, click the Slide 4 thumbnail. Use any technique to copy Slide 4 to the Clipboard.</p> <p>b. Return to the Word_2-1a document and do the following: Display the Clipboard pane and verify that the copied slide is the most recent item on</p>

	<p>the Clipboard.</p> <p>c. In the second paragraph, replace the text <i><link to slide here></i> with a linked copy of Slide 4, as a PowerPoint Slide Object. Save the document, but don't close it.</p> <p>d. In the Word_2-1b presentation, with Slide 4 active, click the slide header and change an expert to a superstar. Save and close the Word 2-1b presentation.</p> <p>e. Return to the Word_2-1a document and do the following: Update the link to the slide, and verify that the document displays the most recent slide content.</p> <p>f. Move to the end of the document, and append the contents of the Word_2-1c document. Review the complete document content.</p>
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Part 2.2. Format text and paragraphs

- Format text and Paragraphs
- Apply font formatting
- Apply formatting by using Format Painter
- Set line and paragraph spacing and indentation
- Clear formatting
- Apply a text highlight color to text selections
- Apply built-in styles to text
- Change text to WordArt

TASK	
23	<p>Open the Word_2-2 document, display the Navigation pane and the Styles pane, and do the following:</p> <p>a. From the Styles pane, select all paragraphs that are formatted as Heading 3. Apply the Heading 2 style to the selected paragraphs.</p> <p>b. Apply the Heading 1 style to the Financial Summary heading.</p> <p>c. Use the Format Painter to copy the style from the Financial Summary heading to the Financial Statements and Statement Notes headings.</p>
24	<p>Move to the beginning of the document, and do the following:</p> <p>a. Set the paragraph spacing for the entire document to Relaxed.</p> <p>b. Immediately after the document title, select the text A Brief Review of Our Finances and format it as a WordArt object, using a built-in style of your choice.</p>
25	<p>With the WordArt object selected, do the following.</p> <p>a. Set the Text Fill color to Brown, Text 2.</p> <p>b. Set the Text Outline color to Orange, Accent 1.</p> <p>c. Set the Reflection effect to Tight Reflection: Touching.</p> <p>d. Remove any Shadow, Glow, Bevel, or 3-D Rotation effects.</p> <p>e. Apply the Triangle: Down transform (in the <i>Warp</i> category).</p> <p>f. Set the width of the WordArt object to 4".</p> <p>g. Set the text wrapping to Top and Bottom, and then center the WordArt object on the page, between the title and the Financial Summary heading.</p>

Part 2.3. Order and group text and paragraphs

- Format text in multiple columns
- Insert page, section, or column breaks.
- Change page setup options for a section.

TASK	
26	<p>Open the Word_2-3 document, and do the following:</p> <ol style="list-style-type: none"> On the first page, insert a page break before the Process heading. In the Pre-Plan Project section, select the heading, the paragraph, and the list items. Format each of the selected paragraphs to stay on the same page as the paragraph that follows it, and to keep all the lines of the paragraph together. Select the Questions for Team Leaders and Questions for Department Reps headings and the lists that follow them. Format the selection in two columns of equal width. Set the space between the columns to 0.3" and place a vertical line between the columns. Insert a column break before the Questions for Department Reps heading so that each list is in its own column. Near the end of the document, locate the Carry out project section. Create a separate document section that contains only the content of the Carry out project section, on its own page. For only this section, set the orientation to Landscape and all four margins to 2". Preview the document on the Print page of the Backstage view to verify the changes.

OBJECTIVE 3: Create tables and lists

Part 3.1. Create tables

- Convert text to tables
- Convert tables to text
- Create a table by specifying rows and columns
- Apply table styles

TASK	
27	<p>Open the Word_3-1 document, and do the following:</p> <ol style="list-style-type: none"> In the Consultation Request section, convert the paragraphs that follow the heading into a page-width table with five equal-width columns. In the Mileage section, convert the tabbed list into a table that has two columns and six rows. Ensure that each column exactly fits its contents. Apply the Grid Table 4 – Accent 1 built-in table style to the table. Configure the table style options to emphasize the header row and to have banded columns. (Clear all other check boxes.) In the Consultation section, convert the table to a tabbed list. In the blank paragraph below the Estimate heading, insert an empty table that is three columns wide and four rows high, with each column exactly 1.5" wide. Apply the List Table 5 Dark – Accent 1 built-in table style to the table, with the default table style options. Before Estimate heading, insert file Word_3-1b.xlsx

Part 3.2. Modify tables

- Sort table data
- Configure cell margins and spacing
- Merge and split cells
- Resize tables, rows, and columns
- Split tables
- Configure a repeating row header

	TASK
28	<p>Open the Word_3-2 document, and do the following:</p> <ol style="list-style-type: none"> In the <i>Customer List</i> section, delete the <i>ID</i> column from the table. Perform a nested sort to sort the table in ascending order by <i>State</i>, then by <i>City</i>, and then by <i>Last Name</i>. Delete all rows that contain contacts located in <i>Boston, MA</i>. Add two blank columns to the right side of the table. In the header row, enter Date at the top of the first column and Time at the top of the second column. Add a blank row to the top of the table. In the table style options, turn off the <i>Header Row</i> formatting. In the blank row, merge the cells above the <i>Last Name, First Name, Address, City, and State</i> columns into one cell. Enter Customer in the merged cell. In the same row, merge the cells above the <i>Date and Time</i> columns. Enter Appointment in the merged cell. Select the top two rows of the table. Format the text as bold, and center the text horizontally and vertically within the cells. Change the width of the table to 100 Percent of the page width. Select the table rows that contain customer information. Set the height of the rows to 0.4" and the cell alignment to Align Center Left. Scroll to page 2 of the document, which now contains several rows of the table. Configure the table to repeat the <i>Customer/Appointment</i> header row at the top of the second page.

Part 3.3. Create and Modify lists

- Create a numbered or bulleted list
- Change bullet characters or number formats for a list level
- Define a custom bullet character or number format
- Increase or decrease list levels
- Restart or continue list numbering
- Set starting number value

	TASK
29	<p>In the Word 3-3 document, do the following:</p> <ol style="list-style-type: none"> In the <i>Characters of a Hit Fantasy</i> section, format the four paragraphs as a bulleted list that uses the standard bullet character (•). In the sections titled <i>The Hero and The Teacher</i>, format the paragraphs as bulleted lists that uses a custom bullet symbol of your choice from the Wingdings font. In the <i>Plot Elements of a Hit Fantasy</i> section, format the three paragraphs

	as a bulleted list that uses the four-diamond character ().❖
30	<p>In the section titled <i>The Sequence of Events</i>, do the following:</p> <ol style="list-style-type: none"> Format the four paragraphs below the heading as a numbered list that uses the A. B. C. number format. Paste a copy of the list into the last blank paragraph of the document, and restart the list numbering. Change the number format of the second list to the 1) 2) 3) format. Immediately below the second list, paste another copy of the list, and change it to a second-level list. Change the second-level list to a bulleted list that uses the square bullet character ().■

OBJECTIVE 4: Create and manage references

Part 4.1. Create and manage reference markers

- Insert footnotes and endnotes
- Modify footnotes and endnotes properties
- Create bibliography citation sources
- Insert bibliography citation sources
- Insert figure and table captions
- Modify caption properties

	TASK
31	<p>Open the Word_4-1 document. In the <i>About the Brothers Grimm</i> section, do the following:</p> <ol style="list-style-type: none"> Immediately after the name <i>Jacob</i>, insert an endnote that says Jacob Grimm lived from 1785-1863. Immediately after the name <i>Wilhelm</i>, insert an endnote that says Wilhelm Grimm lived from 1786-1859. After the name <i>Hanau</i>, insert a footnote that says Hanau is located near Frankfurt, in the German state of Hesse. Modify the footnote location so that it appears immediately below the text on page 1. Convert the two endnotes to footnotes, either individually or at the same time. Change the footnote numbering format to the range of symbols. Reposition the footnotes at the bottom of the page.
32	<p>Return to the beginning of the document and do the following:</p> <ol style="list-style-type: none"> Position the cursor at the end of the first paragraph after the <i>About the Brothers Grimm</i> heading. Create a bibliography source placeholder with the name GrimmData. Edit the placeholder to create a bibliography source that cites the online article at https://en.wikipedia.org/wiki/Brothers_Grimm. Use the <i>Document from Web Site</i> source type. Leave the author blank but complete the remaining required fields, using the current date. Display the Source Manager and verify that the Current List contains the source you created.
33	<p>Locate the first graphic, and do the following:</p> <ol style="list-style-type: none"> Caption the graphic as Figure 1. Man sleeping under apple tree, with the

	caption below the graphic. b. If text from the next paragraph comes between the graphic and the caption, select the caption container and move it upward so that it clears the text.
34	Locate the second graphic, and do the following: a. Caption the graphic as Figure 2. The fox , with the caption located above the graphic. b. Resize the caption container to remove the extra white space that blocks the graphic.
35	Locate the third graphic, and do the following: a. Caption the graphic as Figure 3. Golden bird in a cage , with the caption above the graphic. b. Widen the caption container to fit the entire caption on one line. c. Resize the caption container to remove the extra white space that blocks the graphic.

Part 4.2. Create and manage simple reference

- Insert a standard table of contents
- Update a table of contents
- Insert a cover page

	TASK
36	Open the Word_4-2a document, and do the following: a. In the blank paragraph after the title (<i>Office Procedures</i>), insert a table of contents that uses the built-in <i>Automatic Table 1</i> style. Take the necessary steps to ensure that the page numbers in the table of contents are correct after the TOC is inserted. b. In the table of contents, note the page number of the last heading (<i>Shipping Quick Reference</i>). Ctrl+click the heading to move to that location in the document. Verify that the page number of the heading matches the page number in the table of contents. c. Insert a Facet cover page. On the cover page, replace the <i>Document Title</i> property placeholder with Office Procedures . Then delete the title from the table of contents page.
37	Open the Word_4-2b document, and perform the following tasks to change the document page count and heading locations: a. Remove the cover page. b. Change the page size of the whole document to 5.5" x 8.5", which might be named <i>Statement or Half Letter</i> depending on your printer. If this page size doesn't appear in your Size list, you can create it as a custom page size.
38	Return to the beginning of the document, and do the following: a. Update the table of contents. b. Verify that the page number of the last heading in the table of contents matches the page number of the heading.

OBJECTIVE 5: Insert and format graphic elements

Part 5.1. Insert graphic elements.

- Insert shapes
- Insert pictures
- Insert a screen shot or screen clipping
- Insert text boxes

	TASK
39	Open the Word_5-1a document, and do the following: Position the cursor in the blank, centered paragraph after the first paragraph of text. Insert the Word_5-1b picture from the practice file folder.
40	Position the cursor at the beginning of the fourth paragraph of text (after the first quote), and do the following: a. Insert an Ion Quote (Dark) text box in its default location. b. From the beginning of the eighth paragraph of the document text, copy the sentence “ And when the princess opened the door the frog came in, and slept upon her pillow as before, till the morning broke. ” c. In the text box, select the quote placeholder and replace it with the copied sentence, merging the formatting. Then delete the <i>[Cite your source here]</i> placeholder.
41	Move to the end of the document and do the following: a. Insert a Scroll: Horizontal shape (from the <i>Stars and Banners</i> category) of the default size. b. In the shape, insert the text The End!

Part 5.2. Format graphic elements.

- Format Graphic Elements
- Apply artistic effects
- Apply picture effects
- Remove picture backgrounds
- Formats objects
- Apply a picture style
- Wrap text around objects
- Position objects
- Add alternative text to objects for accessibility

	TASK
42	Open the Word_5-2 document. On the first page, do the following: a. Apply the Metal Oval picture style to the picture. b. Resize the picture so that it is 2.5” wide and maintain the original aspect ratio. c. Position the picture in the center of the page (using the Middle Center position), and set the text wrapping to Tight . d. Delete the empty paragraph mark near the top of the picture. e. Set the picture’s alt text title to The Princess and the alt text description to Photo of a young girl in a fancy blue dress .

43	On the second page, set the position of the text box to <i>Top Right with Square Text Wrapping</i> .
44	Move to the end of the document, and do the following: <ul style="list-style-type: none"> a. Set the height of the scroll shape to 1” and the width to 3”. b. Drag the shape to the horizontal center of the page, just after the end of the story. c. Apply the <i>Moderate Effect – Teal, Accent 5</i> style to the shape. d. Set the font size of the shape text to 24 points.

Part 5.3. Format graphic elements.

- Create a SmartArt graphic
- Format a SmartArt graphic
- Modify SmartArt graphic content

TASK	
45	Open the Word_5-3 document, and do the following: <ul style="list-style-type: none"> a. In the blank paragraph that follows the list, create a SmartArt graphic based on the <i>Basic Timeline</i> layout. b. Copy or enter the list items into the Text pane of the SmartArt graphic. Remove any unused bullet points. c. In the Text pane, at the beginning of the list, add a first-level entry for Princess loses ball in pond. d. In the SmartArt graphic, to the right of the last shape, add a shape labeled The End!. e. Demote “Promises to love frog” and “Breaks promise” to second-level items. f. Change the layout of the SmartArt graphic to <i>Basic Bending Process</i>. g. Change the color scheme of the SmartArt graphic to <i>Colorful Range – Accent Colors 5 to 6</i>. h. Apply the <i>Moderate Effect</i> style to the SmartArt graphic.

THE END!