

Microsoft® Word 2016

Core Exam

Exam Objectives as stated by Microsoft

Pass rate 70% : 5 to 7 projects in 50 minutes

Skill Sets	Exam Skill Standards
Create and Manage Documents	Create a Document <ul style="list-style-type: none"> • 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
	Navigate Through a Document <ul style="list-style-type: none"> • Search for text • Insert hyperlinks • Create bookmarks • Move to a specific location or object in a document
	Format a Document <ul style="list-style-type: none"> • Modify page setup • Apply document themes • Apply document style sets • Insert headers and footers • Insert page numbers • Format page background elements
	Customise Options and Views for Documents <ul style="list-style-type: none"> • Change document views • Customise views by using zoom settings • Customise the Quick Access toolbar • Split the Window • Add document properties • Show or Hide formatting symbols
	Print and Save Documents <ul style="list-style-type: none"> • 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
	Format Text, Paragraphs, and Sections
Format Text and Paragraphs <ul style="list-style-type: none"> • 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 	

<p>Format Text, Paragraphs, and Sections – Cont.</p>	<p>Order and Group Text and Paragraphs</p> <ul style="list-style-type: none"> • Format text in multiple columns • Inset page, section, or column breaks • Change page setup options for a section
<p>Create Tables and Lists</p>	<p>Create a Table</p> <ul style="list-style-type: none"> • Convert text to tables • Convert tables to text • Create a table by specifying rows and columns • Apply table styles
	<p>Modify a Table</p> <ul style="list-style-type: none"> • Sort table data • Configure cell margins and spacing • Merge and split cells • Resize tables, rows, and columns • Split tables • Configure a repeating row header
	<p>Create and Modify a List</p> <ul style="list-style-type: none"> • Create a numbered or bulleted list • Change a bullet characters or number formats for a list level • Define a customer bullet character or number format • Increase of decrease list levels • Restart or continue list numbering • Set starting number value
<p>Create and Manage References</p>	<p>Create and Manage Reference Markers</p> <ul style="list-style-type: none"> • Insert footnotes and endnotes • Modify footnote and endnote properties • Create bibliography citation sources • Modify bibliography citation sources • Insert citations for bibliographies • Insert figure and table captions • Modify caption properties
	<p>Create and Manage Simple Reference</p> <ul style="list-style-type: none"> • Insert a standard table of contents • Update a table of contents • Insert a cover page
<p>Insert and Format Graphic Elements</p>	<p>Insert Graphic Elements</p> <ul style="list-style-type: none"> • Insert shapes • Insert Pictures • Insert a screen shot or screen clipping • Insert text boxes
	<p>Format Graphic Elements</p> <ul style="list-style-type: none"> • Apply artistic effects • Apply picture effects • Remove picture backgrounds • Format objects • Apply a picture style • Wrap text around objects • Position objects • Add alternative text to objects for accessibility
	<p>Insert and Format SmartArt Graphics</p> <ul style="list-style-type: none"> • Create a SmartArt graphic • Format a SmartArt graphic • Modify SmartArt graphic content