

# MOS 2016 Study Guide

Joan Lambert



**EXAM 77-725**

# Microsoft Word



# MOS 2016 Study Guide for Microsoft Word

Joan E. Lambert



Microsoft Office Specialist  
Exam 77-725

## **MOS 2016 Study Guide for Microsoft Word**

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# Contents

<b>Introduction</b>	<b>vii</b>
<b>Taking a Microsoft Office Specialist exam</b>	<b>xv</b>
<b>Exam 77-725 Microsoft Word 2016</b>	<b>1</b>
Prerequisites . . . . .	2
<b>1 Create and manage documents</b>	<b>9</b>
Objective 1.1: Create documents . . . . .	10
Create blank and custom documents from templates	10
Open a PDF in Word for editing	12
Objective 1.1 practice tasks . . . . .	14
Objective 1.2: Navigate through documents . . . . .	16
Search for text	16
Insert hyperlinks	21
Create bookmarks	24
Move to a specific location or object in a document	26
Objective 1.2 practice tasks . . . . .	27
Objective 1.3: Format documents . . . . .	29
Modify page setup	29
Apply document themes	34
Apply style sets	36
Insert headers and footers	37
Insert page numbers	40
Format page background elements	41
Objective 1.3 practice tasks . . . . .	43

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Objective 1.4: Customize document options and views . . . . .	44
Change document views . . . . .	44
Customize views by using zoom settings . . . . .	45
Customize the Quick Access Toolbar . . . . .	46
Split the window . . . . .	49
Add and modify document properties . . . . .	51
Show or hide formatting symbols . . . . .	52
Objective 1.4 practice tasks . . . . .	53
Objective 1.5: Print and save documents . . . . .	55
Modify print settings . . . . .	55
Save documents in alternative file formats . . . . .	57
Inspect documents for issues . . . . .	61
Objective 1.5 practice tasks . . . . .	69
<b>2      Format text, paragraphs, and sections . . . . .</b>	<b>71</b>
Objective 2.1: Insert text and paragraphs . . . . .	72
Insert symbols and special characters . . . . .	72
Automatically insert text strings . . . . .	73
Insert text from another file . . . . .	75
Paste content in alternative formats . . . . .	75
Replace text . . . . .	77
Objective 2.1 practice tasks . . . . .	80
Objective 2.2: Format text and paragraphs . . . . .	82
Format text . . . . .	82
Format paragraphs . . . . .	84
Apply built-in styles to text . . . . .	87
Create WordArt objects . . . . .	92
Clear formatting and styles . . . . .	96
Objective 2.2 practice tasks . . . . .	97

Objective 2.3: Order and group text and paragraphs . . . . .	99
Define document pages and sections . . . . .	99
Display content in columns . . . . .	104
Objective 2.3 practice tasks . . . . .	108
<b>3 Create tables and lists</b>	<b>109</b>
Objective 3.1: Create tables . . . . .	110
Create tables from scratch or from text . . . . .	112
Apply table styles . . . . .	115
Objective 3.1 practice tasks . . . . .	117
Objective 3.2: Modify tables . . . . .	118
Sort table data . . . . .	118
Modify table structure . . . . .	119
Objective 3.2 practice tasks . . . . .	129
Objective 3.3: Create and modify lists . . . . .	130
Create and manage bulleted lists . . . . .	131
Create and manage numbered lists . . . . .	133
Objective 3.3 practice tasks . . . . .	138
<b>4 Create and manage references</b>	<b>139</b>
Objective 4.1: Create and manage reference markers . . . . .	140
Create and manage footnotes and endnotes . . . . .	140
Create and manage bibliography citation sources . . . . .	144
Insert figure and table captions . . . . .	148
Objective 4.1 practice tasks . . . . .	151
Objective 4.2: Create and manage simple references . . . . .	153
Create and manage tables of contents . . . . .	153
Create cover pages . . . . .	156
Objective 4.2 practice tasks . . . . .	160

<b>5</b>	<b>Insert and format graphic elements</b>	<b>163</b>
	Objective 5.1: Insert graphic elements . . . . .	164
	Insert and modify shapes	164
	Insert images	167
	Insert text boxes	170
	Objective 5.1 practice tasks . . . . .	173
	Objective 5.2: Format graphic elements . . . . .	174
	Visually format objects	176
	Control the placement of objects within text	179
	Provide alternative text for accessibility	184
	Objective 5.2 practice tasks . . . . .	185
	Objective 5.3: Insert and format SmartArt graphics . . . . .	186
	Create and populate SmartArt graphics	187
	Format SmartArt graphics	190
	Modify SmartArt graphic content	191
	Objective 5.3 practice tasks . . . . .	193
	<b>Index</b>	<b>195</b>
	<b>About the author</b>	<b>205</b>

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# Introduction

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The Microsoft Office Specialist (MOS) certification program has been designed to validate your knowledge of and ability to use programs in the Microsoft Office 2016 suite of programs. This book has been designed to guide you in studying the types of tasks you are likely to be required to demonstrate in Exam 77-725: Microsoft Word 2016.

---

**See Also** For information about the tasks you are likely to be required to demonstrate in Exam 77-726: Microsoft Word 2016 Expert, see *MOS 2016 Study Guide for Microsoft Word Expert* by John Pierce (Microsoft Press, 2017).

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## Who this book is for

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*MOS 2016 Study Guide for Microsoft Word* is designed for experienced computer users seeking Microsoft Office Specialist certification in Word 2016.

MOS exams for individual programs are practical rather than theoretical. You must demonstrate that you can complete certain tasks or projects rather than simply answer questions about program features. The successful MOS certification candidate will have at least six months of experience using all aspects of the application on a regular basis; for example, using Word at work or school to create and manage documents, format document content, present information in tables and lists, insert and format pictures, create business diagrams, and reference information sources.

As a certification candidate, you probably have a lot of experience with the program you want to become certified in. Many of the procedures described in this book will be familiar to you; others might not be. Read through each study section and ensure that you are familiar with the procedures, concepts, and tools discussed. In some cases, images depict the tools you will use to perform procedures related to the skill set. Study the images and ensure that you are familiar with the options available for each tool.

## How this book is organized

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The exam coverage is divided into chapters representing broad skill sets that correlate to the functional groups covered by the exam. Each chapter is divided into sections addressing groups of related skills that correlate to the exam objectives. Each section includes review information, generic procedures, and practice tasks you can complete on your own while studying. We provide practice files you can use to work through the practice tasks, and results files you can use to check your work. You can practice the generic procedures in this book by using the practice files supplied or by using your own files. (If you use your own files, keep in mind that functionality in Word 2016 is limited in files created in or saved for earlier versions of the program. When you are working in such a file, *Compatibility Mode* appears in the program window title bar.)

Throughout this book, you will find Exam Strategy tips that present information about the scope of study that is necessary to ensure that you achieve mastery of a skill set and are successful in your certification effort.

## Download the practice files

---

Before you can complete the practice tasks in this book, you need to copy the book's practice files and results files to your computer. Download the compressed (zipped) folder from the following page, and extract the files from it to a folder (such as your Documents folder) on your computer:

*<https://aka.ms/MOSWord2016/downloads>*

---

**IMPORTANT** The Word 2016 program is not available from this website. You should purchase and install that program before using this book.

---

You will save the completed versions of practice files that you modify while working through the practice tasks in this book. If you later want to repeat the practice tasks, you can download the original practice files again.

The following table lists the practice files provided for this book.

Folder and objective group	Practice files	Result files
MOSWord2016\Objective1 Create and manage documents	Word_1-1a.dotx Word_1-1b.txt Word_1-1c.pdf Word_1-2.docx Word_1-3.docx Word_1-4.docx Word_1-5.docx	Word_1-1_results subfolder: <ul style="list-style-type: none"> <li>▪ MyBlankDoc_results.docx</li> <li>▪ MyFaxCover_results.docx</li> <li>▪ MyNurseryRhymes_results.docx</li> <li>▪ MyPDF_results.docx</li> <li>▪ MySummerDoc_results.docx</li> </ul> Word_1-2_results.docx Word_1-3_results.docx Word_1-4_results.docx Word_1-5_results subfolder: <ul style="list-style-type: none"> <li>▪ MyBookmarks_results.pdf</li> <li>▪ MyCompatible_results.doc</li> </ul>
MOSWord2016\Objective2 Format text, paragraphs, and sections	Word_2-1a.docx Word_2-1b.pptx Word_2-1c.docx Word_2-2.docx Word_2-3.docx	Word_2-1_results.docx Word_2-2_results.docx Word_2-3_results.docx
MOSWord2016\Objective3 Create tables and lists	Word_3-1.docx Word_3-2.docx Word_3-3.docx	Word_3-1_results.docx Word_3-2_results.docx Word_3-3_results.docx
MOSWord2016\Objective4 Create and manage references	Word_4-1.docx Word_4-2a.docx Word_4-2b.docx	Word_4-1_results.docx Word_4-2a_results.docx Word_4-2b_results.docx
MOSWord2016\Objective5 Insert and format graphic elements	Word_5-1a.docx Word_5-1b.jpg Word_5-2.docx Word_5-3.docx	Word_5-1_results.docx Word_5-2_results.docx Word_5-3_results.docx

## Adapt procedure steps

---

This book contains many images of user interface elements that you'll work with while performing tasks in Word on a Windows computer. Depending on your screen resolution or app window width, the Word ribbon on your screen might look different from that shown in this book. (If you turn on Touch mode, the ribbon displays significantly fewer commands than in Mouse mode.) As a result, procedural instructions that involve the ribbon might require a little adaptation.

Simple procedural instructions use this format:

→ On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.

If the command is in a list, our instructions use this format:

→ On the **Home** tab, in the **Editing** group, click the **Find** arrow and then, in the **Find** list, click **Go To**.

If differences between your display settings and ours cause a button to appear differently on your screen than it does in this book, you can easily adapt the steps to locate the command. First click the specified tab, and then locate the specified group. If a group has been collapsed into a group list or under a group button, click the list or button to display the group's commands. If you can't immediately identify the button you want, point to likely candidates to display their names in ScreenTips.

Multistep procedural instructions use this format:

1. To select the paragraph that you want to format in columns, triple-click the paragraph.
2. On the **Layout** tab, in the **Page Setup** group, click the **Columns** button to display a menu of column layout options.
3. On the **Columns** menu, click **Three**.

On subsequent instances of instructions that require you to follow the same process, the instructions might be simplified in this format because the working location has already been established:

1. Select the paragraph that you want to format in columns.
2. On the **Columns** menu, click **Three**.

The instructions in this book assume that you're interacting with on-screen elements on your computer by clicking (with a mouse, touchpad, or other hardware device). If you're using a different method—for example, if your computer has a touchscreen interface and you're tapping the screen (with your finger or a stylus)—substitute the applicable tapping action when you interact with a user interface element.

Instructions in this book refer to user interface elements that you click or tap on the screen as *buttons*, and to physical buttons that you press on a keyboard as *keys*, to conform to the standard terminology used in documentation for these products.



## Ebook edition

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If you're reading the ebook edition of this book, you can do the following:

- Search the full text
- Print
- Copy and paste

You can purchase and download the ebook edition from the Microsoft Press Store at:

*<https://aka.ms/MOSWord2016/detail>*

## Errata, updates, & book support

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We've made every effort to ensure the accuracy of this book and its companion content. If you discover an error, please submit it to us through the link at:

*<https://aka.ms/MOSWord2016/errata>*

If you need to contact the Microsoft Press Book Support team, please send an email message to:

*[mspinput@microsoft.com](mailto:mspinput@microsoft.com)*

For help with Microsoft software and hardware, go to:

*<https://support.microsoft.com>*

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# Taking a Microsoft Office Specialist exam

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Desktop computing proficiency is increasingly important in today's business world. When screening, hiring, and training employees, employers can feel reassured by relying on the objectivity and consistency of technology certification to ensure the competence of their workforce. As an employee or job seeker, you can use technology certification to prove that you already have the skills you need to succeed, saving current and future employers the time and expense of training you.

## Microsoft Office Specialist certification

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Microsoft Office Specialist certification is designed to assist students and information workers in validating their skills with Office programs. The following certification paths are available:

- A Microsoft Office Specialist (MOS) is an individual who has demonstrated proficiency by passing a certification exam in one or more Office programs, including Microsoft Word, Excel, PowerPoint, Outlook, or Access.
- A Microsoft Office Specialist Expert (MOS Expert) is an individual who has taken his or her knowledge of Office to the next level and has demonstrated by passing two certification exams that he or she has mastered the more advanced features of Word or Excel.
- A Microsoft Office Specialist Master (MOS Master) is an individual who has demonstrated a broader knowledge of Office skills by passing the Word and Word Expert exams, the Excel and Excel Expert exams, and the PowerPoint, Access, or Outlook exam.

## Selecting a certification path

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When deciding which certifications you would like to pursue, assess the following:

- The program and program version(s) with which you are familiar
- The length of time you have used the program and how frequently you use it

- Whether you have had formal or informal training in the use of that program
- Whether you use most or all of the available program features
- Whether you are considered a go-to resource by business associates, friends, and family members who have difficulty with the program

Candidates for MOS Expert and MOS Master certification are expected to successfully complete a wide range of standard business tasks. Successful candidates generally have six or more months of experience with the specific Office program, including either formal, instructor-led training or self-study using MOS-approved books, guides, or interactive computer-based materials.

Candidates for MOS Expert and MOS Master certification are expected to successfully complete more complex tasks that involve using the advanced functionality of the program. Successful candidates generally have at least six months, and might have several years, of experience with the programs, including formal, instructor-led training or self-study using MOS-approved materials.

## Test-taking tips

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Every MOS certification exam is developed from a set of exam skill standards (referred to as the *objective domain*) that are derived from studies of how the Office programs are used in the workplace. Because these skill standards dictate the scope of each exam, they provide critical information about how to prepare for certification. This book follows the structure of the published exam objectives.

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**See Also** For more information about the book structure, see “How this book is organized” in the Introduction.

---

The MOS certification exams are performance based and require you to complete business-related tasks in the program for which you are seeking certification. For example, you might be presented with a document and told to insert and format additional document elements. Your score on the exam reflects how many of the requested tasks you complete within the allotted time.

Here is some helpful information about taking the exam:

- Keep track of the time. Your exam time does not officially begin until after you finish reading the instructions provided at the beginning of the exam. During the exam, the amount of time remaining is shown in the exam instruction window. You can't pause the exam after you start it.
- Pace yourself. At the beginning of the exam, you will receive information about the tasks that are included in the exam. During the exam, the number of completed and remaining tasks is shown in the exam instruction window.
- Read the exam instructions carefully before beginning. Follow all the instructions provided completely and accurately.
- If you have difficulty performing a task, you can restart it without affecting the result of any completed tasks, or you can skip the task and come back to it after you finish the other tasks on the exam.
- Enter requested information as it appears in the instructions, but without duplicating the formatting unless you are specifically instructed to do so. For example, the text and values you are asked to enter might appear in the instructions in bold and underlined text, but you should enter the information without applying these formats.
- Close all dialog boxes before proceeding to the next exam item unless you are specifically instructed not to do so.
- Don't close task panes before proceeding to the next exam item unless you are specifically instructed to do so.
- If you are asked to print a document, worksheet, chart, report, or slide, perform the task, but be aware that nothing will actually be printed.
- Don't worry about extra keystrokes or mouse clicks. Your work is scored based on its result, not on the method you use to achieve that result (unless a specific method is indicated in the instructions).
- If a computer problem occurs during the exam (for example, if the exam does not respond or the mouse no longer functions) or if a power outage occurs, contact a testing center administrator immediately. The administrator will restart the computer and return the exam to the point where the interruption occurred, with your score intact.





# Microsoft Office Specialist

Exam 77-725

# Microsoft Word 2016

---

This book covers the skills you need to have for certification as a Microsoft Office Specialist in Word 2016. Specifically, you need to be able to complete tasks that demonstrate the following skill sets:

- 1 Create and manage documents
- 2 Format text, paragraphs, and sections
- 3 Create tables and lists
- 4 Create and manage references
- 5 Insert and format graphic elements

With these skills, you can create, populate, format the content of, and manage the types of documents most commonly used in a business environment.

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## Prerequisites

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We assume that you have been working with Word 2016 for at least six months and that you know how to carry out fundamental tasks that are not specifically mentioned in the objectives for this Microsoft Office Specialist exam. Before you begin studying for this exam, you might want to make sure you are familiar with the information in this section.

### Move around in a document

You can view various parts of the active document by using the vertical and horizontal scroll bars. Using the scroll bars does not move the cursor—it changes only the part of the document displayed in the window. For example, if you drag the vertical scroll box down to the bottom of the scroll bar, the end of the document comes into view, but the cursor stays in its original location.

Here are some other ways to use the scroll bars:

- Click the up or down scroll arrow on the vertical scroll bar to move the document window up or down one line of text.
- Click above or below the scroll box to move up or down one screen.
- Click the left or right scroll arrow on the horizontal scroll bar to move the document window to the left or right several characters at a time.
- Click to the left or right of the scroll box to move left or right one screen.

You can also move around in a document by moving the cursor. You can click to place the cursor at a particular location, or you can press a key or a key combination to move the cursor.

The following table shows the keys and key combinations you can use to move the cursor.

Pressing this key or key combination	Moves the cursor
Left Arrow	Left one character at a time
Right Arrow	Right one character at a time
Down Arrow	Down one line at a time
Up Arrow	Up one line at a time
Ctrl+Left Arrow	Left one word at a time
Ctrl+Right Arrow	Right one word at a time
Home	To the beginning of the current line
End	To the end of the current line
Ctrl+Home	To the beginning of the document
Ctrl+End	To the end of the document
Ctrl+Page Up	To the beginning of the previous page
Ctrl+Page Down	To the beginning of the next page
Page Up	Up one screen
Page Down	Down one screen

## Select text

Before you can edit or format text, you need to select it. You can select any amount of text by dragging through it. You can select specific units of text as follows:

- To select a word, double-click it. The word and the space following it are selected. Punctuation following a word is not selected.
- To select a sentence, click anywhere in the sentence while holding down the Ctrl key. The first character in the sentence through the space following the ending punctuation mark are selected.
- To select a paragraph, triple-click it. The paragraph and paragraph mark are selected.

You can select adjacent words, lines, or paragraphs by positioning the cursor at the beginning of the text you want to select, holding down the Shift key, and then pressing an arrow key or clicking at the end of the text that you want to select.

To select non-adjacent blocks of text, select the first block, hold down the Ctrl key, and then select the next block.

To select a block of text quickly, you can use the selection area—the empty area to the left of the document's text column. When the pointer is in the selection area, it changes from an I-beam to a right-pointing arrow. From the selection area, you can select specific units of text as follows:

- To select a line, click in the selection area to the left of the line.
- To select a paragraph, double-click in the selection area to the left of the paragraph.
- To select an entire document, triple-click anywhere in the selection area.

To deselect text, click anywhere in the document window other than the selection area.

## Cut, copy, and paste content

Word offers several methods of cutting and copying content. After selecting the content, you can click buttons on the ribbon, use a keyboard shortcut, or right-click the selection and click commands on the shortcut menu. Cutting or copying content places it on the Microsoft Office Clipboard. You can paste content that is stored on the Clipboard into a document (or any Office file) by using commands from the ribbon, shortcut menu, or keyboard, or directly from the Clipboard.

Experienced users might find it fastest to use a keyboard shortcut. The main keyboard shortcuts for editing tasks are shown in the following table.

Task	Keyboard shortcut
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Repeat/Redo	Ctrl+Y

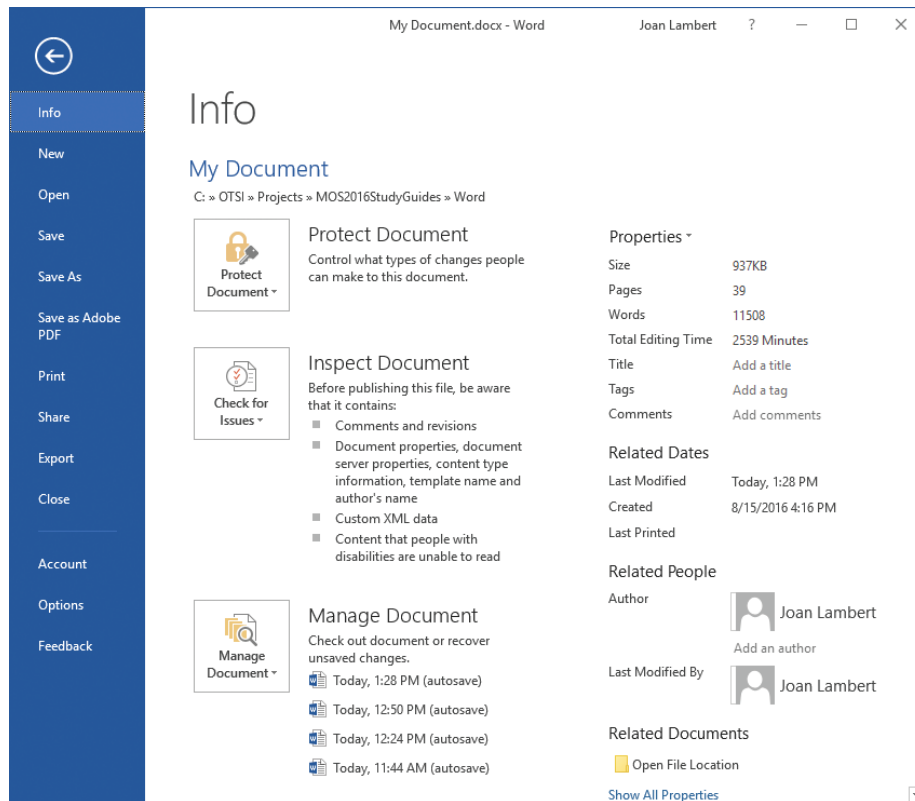
Exam Strategy When you paste content into a Word document, the Paste Options menu presents options for formatting the pasted content. Exam 77-725 does not include items that test your knowledge of the Paste Options menu.

You can move or copy text by dragging it within the same document. To copy the selection instead of moving it, hold down the Ctrl key while you drag. The dragged text is not stored on the Clipboard, but the Paste Options list is available when you release the mouse button so that you can adjust the formatting of the moved or copied content.

See Also For information about managing the Clipboard and pasting content in alternative formats, see "Objective 2.1: Insert text and paragraphs."

## Access program commands and options

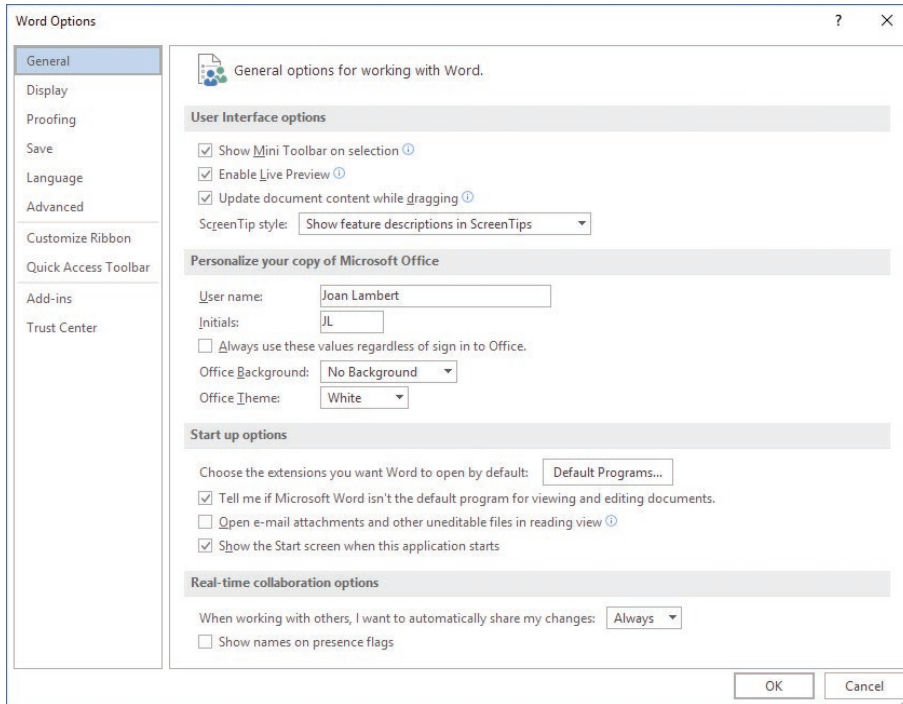
Commands for working with Word documents (rather than document content) are available from the Backstage view. You display the Backstage view by clicking the File tab on the ribbon.



*The Backstage view of a document displays information about the current document,*

The links in the left pane of the Backstage view provide access to 11 pages that contain information about the current document, commands for working with the document, or commands for working with Word. To display the Info, New, Open, Save As, History, Print, Share, Export, Account, Options, or Feedback page, click the page name in the left pane.

You manage many aspects of Word functionality from the Word Options dialog box, which you open by clicking Options in the left pane of the Backstage view.



*The Word Options dialog box*

The Word Options dialog box has 10 separate pages of commands, organized by function. To display the General, Display, Proofing, Save, Language, Advanced, Customize Ribbon, Customize Quick Access Toolbar, Add-ins, or Trust Center page of the Word Options dialog box, click the page name in the left pane.

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## Objective group 1

# Create and manage documents

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The skills tested in this section of the Microsoft Office Specialist exam for Microsoft Word 2016 relate to creating and managing documents. Specifically, the following objectives are associated with this set of skills:

- 1.1 Create documents
- 1.2 Navigate through documents
- 1.3 Format documents
- 1.4 Customize document options and views
- 1.5 Print and save documents

You can create many types of documents in Word and modify the appearance and format to fit your needs. This chapter guides you in studying ways of creating, working in, and saving documents; formatting the page size and content; printing documents; and modifying the Word program window to fit your needs.

---

To complete the practice tasks in this chapter, you need the practice files contained in the **MOSWord2016\Objective1** practice file folder. For more information, see “Download the practice files” in this book’s introduction.



## Objective 1.1: Create documents

---

### Create blank and custom documents from templates

When you start Word 2016 without opening an existing document, a Start screen appears. From this screen you can open a recent document or create a document—either a blank document based on the Normal template or a custom document based on another template. When Word is already running, you can create documents from the New page of the Backstage view.

Some templates are installed on your computer with Office, but you can download many others from the Office website. To locate a template suitable for your purposes, enter a search phrase in the Search Online Templates box and then click the Start Searching button, or click a category in the Suggested Searches list below the box.

The Start screen and New page display thumbnails of popular templates and templates that are specific to the season or an upcoming holiday. If you create custom templates and save them in your Personal Templates folder, Featured and Personal links appear below the search box. You can click these links to switch between viewing program-supplied templates and your own. If you save templates in a location other than your Personal Templates folder, you can create documents based on those templates either from File Explorer or from the Open page of the Backstage view.

---

**Tip** Many instructions in this book refer to File Explorer, the file-management interface that replaced Windows Explorer in versions of Windows after Windows 7. If your computer is running Windows 7 or an earlier version of Windows, use Windows Explorer instead.

---

Clicking the thumbnail of a program-supplied template displays a preview and description of the document that will be created by the template, along with ratings provided by people who have downloaded the template.



### To create a new document based on an installed template

- From the **Start** screen or from the **New** page of the Backstage view, locate the template from which you want to create a document, and then do either of the following:
  - Click the thumbnail, and then in the template information window, click **Create**.
  - Double-click the thumbnail.

### To create a new document based on a local template file

- In File Explorer, navigate to the template location and then double-click the template.
- From the **Open** page of the Backstage view, navigate to the template location and then double-click the template.

---

**See Also** If the content you want to include in a document already exists in other documents, you can compile the existing documents into a new one. For more information, see "Objective 2.1: Insert text and paragraphs."

---

## Open a PDF in Word for editing

Word 2016 creates files in Office Open XML formats, which support a greater range of access and reuse options and produce a smaller file than earlier Word document formats. The default file format for a document created in Word 2016 is the .docx format, which supports all the Word 2016 features.

You can save Word 2016 files in these native file formats:

- **.docx** Word document
- **.docm** Word macro-enabled document
- **.dotx** Word document template
- **.dotm** Word macro-enabled document template

---

**Tip** Although the file extensions are the same, Word 2016 recognizes a difference between files saved in Word 2016 and files of the same type saved in Word 2010 or Word 2007. A Word 2016 .docx file can be opened and edited in Word 2010 or Word 2007 on a computer running Windows, or in Word 2011 or Word 2008 on a Mac, but if it is saved in one of those programs, the next time you open it in Word 2016 it will be displayed in Compatibility View.

---

In addition to these native formats, Word 2016 supports many types of files that can be created in other programs, including the following:

- Files created in earlier versions of Word
- Files created in WordPerfect version 5 or 6
- OpenDocument Text files
- PDF files
- Plain Text files
- Rich Text Format files
- Webpages
- XML files

A particularly exciting feature of Word 2016 is the ability to edit PDF files in Word rather than in a third-party program such as Adobe Acrobat. You can open a PDF file in Word 2016 exactly as you would any other type of file. When you do so, Word converts the file to an editable Word document. If the file contains complicated formatting and layout, the Word version of the document might not be a perfect replica of the PDF file, but most simple files convert quite cleanly.

#### To open a PDF file in Word from File Explorer

- Right-click the file, click **Open with**, and then click **Word 2016**.

#### To open a PDF file in Word from the program window

1. On the **Open** page of the Backstage view, navigate to the file location.
2. In the **Open** dialog box, in the file type list to the right of the **File name** box, click **All Files** to display all the files in the folder, or click the specific type of file you want to locate.
3. In the **Open** dialog box, locate the file you want to open, and then do either of the following:
  - Click the file, and then click **Open**.
  - Double-click the file.

## Objective 1.1 practice tasks

The practice files for these tasks are located in the **MOSWord2016\Objective1** practice file folder. The folder also contains a subfolder of result files that you can use to check your work.

- Start Word, and do the following:
  - From the Start screen, create a new document based on the built-in *Blank document* template.
  - Save the document in the practice file folder as MyBlankDoc.docx.
  - In the open document, display the New page of the Backstage view. Locate the online template for a fax cover sheet that uses the *Equity* theme.
  - Create a document based on the *Fax Cover Sheet (Equity theme)* template. Save the document in the practice file folder as MyFaxCover.docx.
- In File Explorer, navigate to the practice file folder, and do the following:
  - Create a new document based on the **Word\_1-1a** document template.
  - Save the document in the practice file folder as MySummerDoc.docx.
- In the new document, do the following:
  - On the Open page of the Backstage view, navigate to the practice file folder and display only the text files in the folder.
  - Open the **Word\_1-1b** text file in Word.
  - Select the text file title, *Nursery Rhymes*, and format it as bold.
  - Save a copy of the file in the practice file folder as MyNurseryRhymes.docx to preserve the formatting.

➤ Starting from File Explorer, do the following:

- Open the **Word\_1-1c** PDF file in a PDF reading program (such as Microsoft Reader).
- Open the **Word\_1-1c** PDF file in Word.

---

**Tip** Compare the files and notice the changes that occurred when Word converted the file.

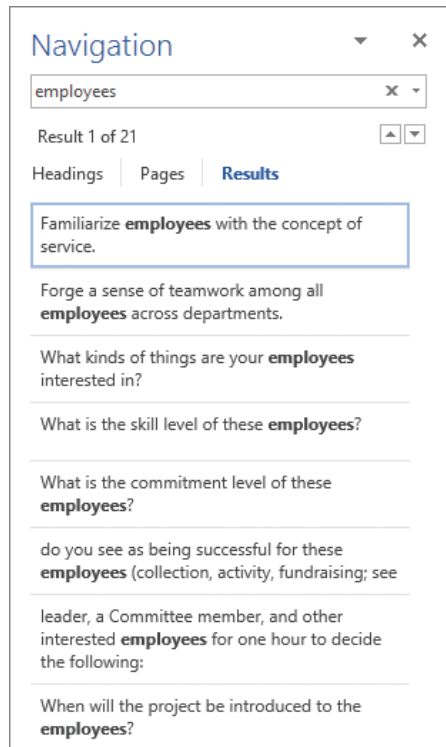
---

- Modify the PDF file in Word by deleting the *Technical Review* paragraph from the last page of the file.
  - Save the modified file in the practice file folder as a document named MyPDF.docx.
- From the **Word\_1-1\_results** subfolder, open the **MyBlankDoc\_results**, **MyFaxCover\_results**, **MyNurseryRhymes\_results**, **MyPDF\_results**, and **MySummerDoc\_results** files. Check your work by comparing the documents with those you created.
- Close the open documents.

## Objective 1.2: Navigate through documents

### Search for text

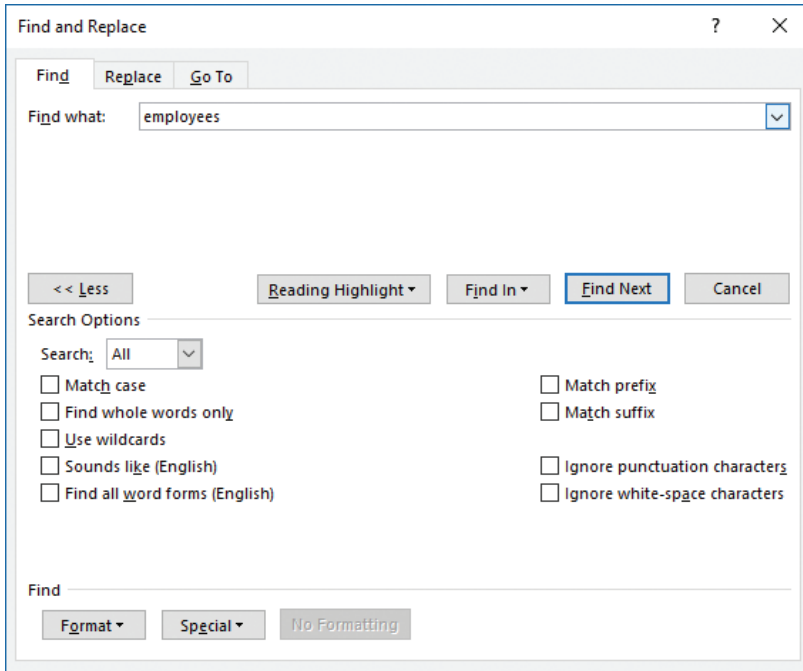
You can search for text from the Navigation pane or from the Find page of the Find And Replace dialog box. The Results page of the Navigation pane displays the search results in context, whereas the Find page locates only one instance of the search term at a time but allows you to define more search criteria.



*The Results view of the Navigation pane displays search results in context*

You can narrow the search results that are shown on the Results page of the Navigation pane by specifying search parameters. The parameters available for a Navigation pane search are limited, but usually sufficient for defining searches that don't include wildcards, special characters, or formatting.

You can perform a more focused search from the Find And Replace dialog box, in which you can specify formatting options and include special characters in your search term.



The Find And Replace dialog box expands to display additional search options

The Special list includes the items shown in the following table.

Formatting marks and breaks	Wildcards	Special characters	Objects
Paragraph mark	Any character	Caret (^)	Field
Tab character	Any digit (numeric)	Section character (§)	Graphic
Endnote mark	Any letter	Paragraph character (¶)	Nonbreaking hyphen
Footnote mark	White space	Em dash (—)	Nonbreaking space
Column break		En dash (–)	Optional hyphen
Line break			
Page break			
Section break			

See Also For information about inserting page breaks, section breaks, and column breaks, see “Objective 2.3: Order and group text and paragraphs.”



### To activate the Navigation pane search box

- Display the **Navigation** pane, and then click in the search box.
- Press **Ctrl+F**.
- On the **Home** tab, in the **Editing** group, click the **Find** button.

---

**Tip** The latter two options open the Navigation pane, if it isn't already open.

---

### To locate specific text

1. In the **Navigation** pane search box, enter a search term (words, characters, and caret codes) in the search box to highlight all occurrences of the search term in the document and display them on the Results page of the Navigation pane.
2. Display the **Results** page of the **Navigation** pane, and then do any of the following:
  - Review the search results in context to locate a specific result.
  - Point to a search result to display the number of the page on which it appears and the heading that precedes it.
  - Click a search result to move to that location in the document.
  - Click the **Previous** or **Next** button to move among the search results.
  - Click the **End your search** button (the X) at the right end of the search box to clear the search results.

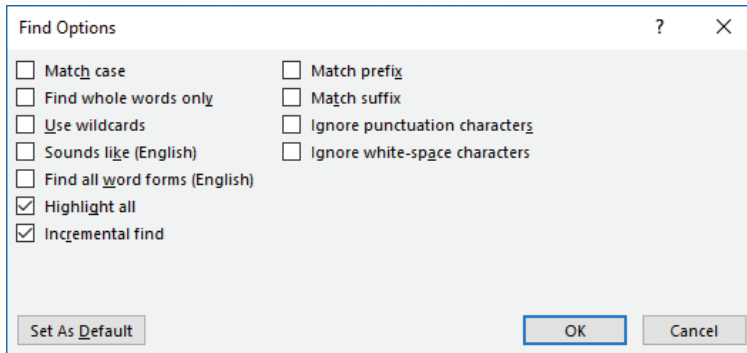
### To restrict text search results from the Navigation pane

1. In the **Navigation** pane, click the **Search for more things** arrow at the right end of the search box, and then click **Options**.
2. In the **Find Options** dialog box, select the search criteria you want, and then click **OK**.

---

**Tip** Selecting an option in the Find Options dialog box clears the current search criteria from the search box at the top of the Navigation pane.

---



*Options for searching from the Navigation pane*

3. Enter the search term in the **Search** box.

### To locate specific objects

- In the **Navigation** pane, click the **Search for more things** arrow at the right end of the search box, and then do either of the following:
  - Click **Graphics, Tables, Equations, Footnotes/Endnotes, or Comments** to highlight all instances of the item in the document, highlight the document sections that contain the item on the **Headings** page of the **Navigation** pane, and display the specific results on the **Pages** page of the **Navigation** pane.
  - Click **Go To**. On the **Go To** tab of the **Find and Replace** dialog box, click the type of object you want to locate, and then click the **Previous** or **Next** button.

---

**See Also** For information about using the **Go To** feature, see “Move to a specific location or object in a document” later in this section.

---

### To display the Find tab of the Find And Replace dialog box

- In the **Navigation** pane, click the **Search for more things** arrow at the right end of the search box, and then click **Advanced Find**.
- On the **Home** tab, in the **Editing** group, click the **Find** arrow, and then click **Advanced Find**.
- Press **Ctrl+G**, and then click the **Find** tab.

## To locate text and special characters from the Find And Replace dialog box

1. Display the **Find** page of the **Find and Replace** dialog box.
2. Click **More** in the lower-left corner of the dialog box to display additional search options.
3. In the **Find what** box, enter the text you want to locate. If you want to include a special character or wildcard in your search term, click the **Special** button, and then click the item you want to locate to insert its caret code into the Find What box.
4. Modify your search by selecting any of the following options in the expanded dialog box:
  - Guide the direction of the search by selecting **Down**, **Up**, or **All** from the **Search** list.
  - Locate only text that matches the capitalization of the search term by selecting the **Match case** check box.
  - Exclude occurrences of the search term that appear within other words by selecting the **Find whole words only** check box.
  - Find two similar words, such as *effect* and *affect*, by selecting the **Use wildcards** check box and then including one or more wildcard characters in the search term.

---

**Tip** The two most common wildcard characters are `?`, which represents any single character in the given location, and `*`, which represents any number of characters in the given location. For a list of the available wildcards, select the Use Wildcards check box and then click the Special button.

---

- Find occurrences of the search text that sound the same but are spelled differently, such as *there* and *their*, by selecting the **Sounds like** check box.
  - Find occurrences of a particular word in any form, such as *try*, *tries*, and *tried*, by selecting the **Find all word forms** check box.
  - Locate formatting or styles by selecting them from the **Format** list.
  - Locate words with the same beginning or end as the search term by selecting the **Match prefix** or **Match suffix** check box.
  - Locate words with different hyphenation or spacing by selecting the **Ignore punctuation characters** or **Ignore white-space characters** check box.
5. Click the Find button to locate the first instance of the search term.

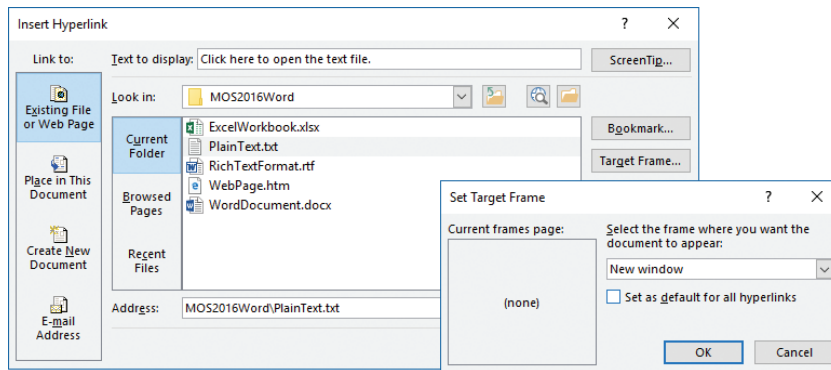
## Insert hyperlinks

Word documents can include hyperlinks that provide a quick way to perform tasks such as the following:

- Link to a location within a document.
- Open another document.
- Link to a website.
- Download a file.
- Send an email message.

While creating a hyperlink to a document or a webpage, called the *target*, you can specify whether the target information should appear in the same window or frame as the active document or in a new one. You can also make a particular setting the default for all hyperlinks.

Within a document, hyperlinks appear underlined and in the color specified for hyperlinks by the document's theme. You can jump to the target of the hyperlink by holding down the Ctrl key and clicking the link. After you click the hyperlink, its color changes to the color specified for followed hyperlinks.



*You can specify that hyperlink targets should open in a new window*

### To open the Insert Hyperlink dialog box

- Do any of the following:
- On the **Insert** tab, in the **Links** group, click the **Add a Hyperlink** button.
  - Right-click the selection, and then click **Hyperlink**.
  - Press **Ctrl+K**.

### To insert a hyperlink to a file

1. Select the text or graphic object to which you want to attach the hyperlink.

---

**Tip** You can change the selected text from within the Insert Hyperlink dialog box by changing it in the Text To Display box.

---

2. Open the **Insert Hyperlink** dialog box. On the **Link to** bar, click the **Existing File or Web Page** button.
3. Do either of the following:
  - In the **Look in** area, browse to the target file.
  - In the **Address** box, enter the absolute path to the target file.
4. Click **Target Frame**. In the **Set Target Frame** dialog box, specify where the hyperlink target will be displayed, and then click **OK**.
5. In the **Insert Hyperlink** dialog box, click **OK**.

### To insert a hyperlink to a webpage

1. Select the text or graphic object to which you want to attach the hyperlink, and then open the **Insert Hyperlink** dialog box.
2. On the **Link to** bar, click the **Existing File or Web Page** button.
3. In the **Address** box, enter the URL of the webpage or click the **Browsed Pages** button and select one from the list.
4. Click **Target Frame**. In the **Set Target Frame** dialog box, click **New window**, and then click **OK**.
5. In the **Insert Hyperlink** dialog box, click **OK**.

**To insert a hyperlink to a heading or bookmark within the document**

1. Select the text or graphic object to which you want to attach the hyperlink, and then open the **Insert Hyperlink** dialog box.
2. On the **Link to** bar, click the **Place in This Document** button.
3. In the **Select a place in this document** box, click the heading or bookmark you want to link to.
4. In the **Insert Hyperlink** dialog box, click **OK**.

**To insert a hyperlink that opens an email message form**

1. Select the text or graphic object to which you want to attach the hyperlink, and then open the **Insert Hyperlink** dialog box.
2. On the **Link to** bar, click the **E-mail Address** button.
3. Do either of the following:
  - In the **E-mail address** box, enter the email address to which you want to address the message.
  - In the **Recently used e-mail addresses** list, click the email address to which you want to address the message.
4. In the **Subject** box, enter the subject of the message.
5. In the **Insert Hyperlink** dialog box, click **OK**.

**To modify a hyperlink**

1. Right-click the hyperlink, and then click **Edit Hyperlink**.
2. In the **Edit Hyperlink** dialog box, make the necessary changes, and then click **OK**.

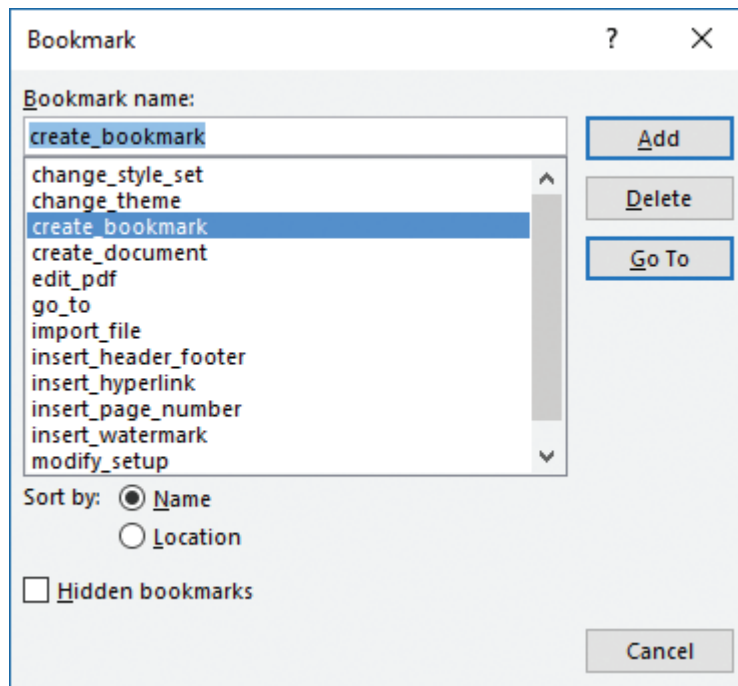
**To remove a hyperlink**

- Right-click the hyperlink, and then click **Remove Hyperlink**.

## Create bookmarks

Whether you are creating a document or working in a document created by someone else, you can insert named bookmarks to identify information to which you might want to return later. (Word automatically creates bookmark names for headings down to the fourth level by duplicating the heading; removing articles, spaces, and punctuation; and capitalizing the first letter of each word.) You can use whatever naming schema you like, provided it doesn't include spaces. You can move to bookmarked locations within a document either by creating hyperlinks to the bookmarks or by navigating to them.

Bookmarks are accessible in the Bookmark dialog box, on the Go To page of the Find And Replace dialog box, and in the Place In This Document list in the Insert Hyperlink dialog box.



*Link to any location within a document by inserting and linking to a bookmark*

### To insert a bookmark

1. Place the cursor at the location in which you want to insert the bookmark, or select the text or object to which you want to attach the bookmark.
2. On the **Insert** tab, in the **Links** group, click the **Bookmark** button.
3. In the **Bookmark** dialog box, enter a name for the bookmark in the **Bookmark name** box, and then click **Add**.

---

**Tip** Bookmark names cannot contain spaces. If you include a space, the Add button becomes inactive. To name bookmarks with multiple words, either use internal capitalization or replace the spaces with underscores for readability.

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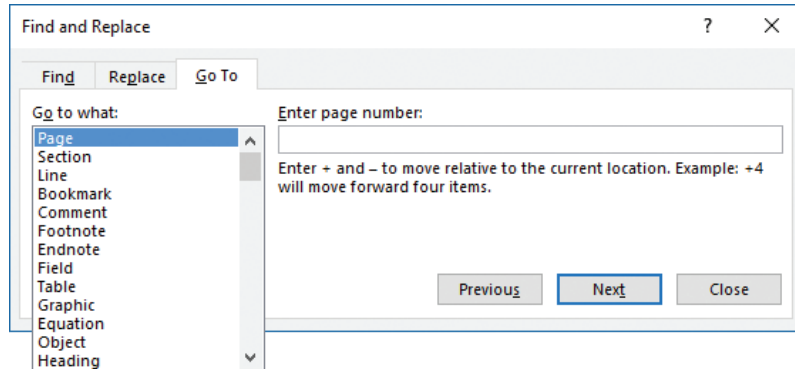
### To move to a bookmark

1. Open the **Bookmark** dialog box, and then click the bookmark you want to move to.
2. Do either of the following:
  - Click **Go To**, and then click **Close**.
  - On the **Home** tab, in the **Editing** group, click **Go To** in the **Find** list.
3. On the **Go To** page of the **Find and Replace** dialog box, in the **Go to what** list, click **Bookmark**.
4. In the **Enter bookmark name** list, click the bookmark you want.
5. Click **Go To**, and then click **Close**.



## Move to a specific location or object in a document

From the Go To page of the Find And Replace dialog box, you can quickly move between pages, sections, lines, bookmarks, comments, footnotes, endnotes, fields, tables, graphics, equations, objects, or headings in a document.



*Use the Go To feature to move to a specific type of element within a document*

### To use the Go To function to find elements within a document

1. Display the **Go To** page of the **Find and Replace** dialog box by using one of the following methods:
  - On the **Home** tab, in the **Editing** group, click the **Find** arrow, and then click **Go To**.
  - Press **Ctrl+G**.
2. In the **Go to what** list, click the type of element you want to locate.
3. Do either of the following:
  - In the **Enter *element*** box, select or enter the identifier of the specific element you want to locate. Then to move to that element, click **Go To**.
  - Click the **Next** or **Previous** button to move among instances of the selected element in the document.

## Objective 1.2 practice tasks

The practice file for these tasks is located in the **MOSWord2016\Objective1** practice file folder. The folder also contains a result file that you can use to check your work.

- Open the **Word\_1-2** document, and then do the following:
  - From the Navigation pane, locate all instances of to.
  - Review the search results on the *Results* page of the Navigation pane.
  - Modify the search term to locate all instances of toy. Move between the search results by using the navigation buttons on the *Results* page.
  - Modify the search options to locate only instances of the capitalized word Toymakers, and then review the results.
  - Perform an advanced search for all instances of Toy or toy, either capitalized or lowercase, that have the *Heading 2* style applied.
- Display the table of contents, and then do the following:
  - Insert a hyperlink from each of the six first-level headings in the table of contents to the corresponding heading in the document.
- Ctrl+click the hyperlink you inserted to 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 *wingtip toys.com* to the Wingtip Toys website and set the target frame to display the website in a new window.
  - Verify that clicking the hyperlink displays the Microsoft website home page in your default browser.


- In the *Contact Us* section of the page, do the following:
  - Insert a hyperlink from *sarah@wingtiptoys.com* that will create an email message addressed to you, with the subject MOS Study Guide message. Ensure that the display text remains sarah@wingtiptoys.com.
  - Ctrl+click the hyperlink to create the message, and then send the message to yourself.
  - Select the name *Lola Jacobsen* and insert a bookmark named SalesManager.
  - Attach a bookmark named DesignManager to the name *Sarah Jones*.
- Return to the beginning of the document, and then use the Go To function to do the following:
  - Move between graphics in the document until you reach the end.
  - Move from the last graphic to the top of page 3.
  - Move from the top of page 3 to the *SalesManager* bookmark.
- Save the **Word\_1-2** document.
- Open the **Word\_1-2\_results** document. Check your work by comparing the two open documents.
- Close the open documents.

# Objective 1.3: Format documents

## Modify page setup

You control the layout of the pages in a document. You can change the margins, orientation, and size of the document pages.

You can format text in multiple columns, and manually divide a document into pages or sections. When you define sections, you can set up the pages within an individual section differently from other pages of the document.



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**Services**

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**Editorial Services**

**Copy Editing.** Our editorial team ensures that your training materials are organized, focused, and complete, and that they fit the needs of your audience. We correct any errors in spelling, grammar, punctuation, and referencing. All edits can be tracked for your approval. We ensure that your training materials conform to your corporate style guide. We maintain an up-to-date style sheet for each project, including but not limited to information about proper usage of terms and preferred styles of reference.

**Proofreading.** We proofread the product at various stages of production and before final release, identifying and resolving layout issues, including stacks, widows, graphic placement, and so on.

**Indexing.** We create an index appropriate to your content and of the length you specify. We can embed the codes for index entries, subentries, ranges, and cross-references in the project's electronic files for compilation by Word or InDesign or we can create a non-embedded index by using specialized software. We review the index throughout the project to ensure that a clean index can be compiled across files. After the index for a print project is compiled, we edit it for length.

**Referencing.** For search engine enabled products, we ensure that your content contains appropriate reference terms.

**Book Production**

**Book Design and Layout.** Our book production team can help you design the cover, graphic presentation, and interior look of the book. We convert files to the appropriate format, apply styles as necessary, place art, and create any necessary front and back matter. We work with you and your writers to resolve any outstanding content layout issues, and prepare screen files for review before final delivery.

**Graphic Conversion and Processing.** We can convert graphics you already have to the appropriate medium for your chosen publication method, and process graphics (correct color, remove dithers, etc.) to ensure that they always look their best.

**Production Proofing.** For printed products, we proof for layout and production values, including stacks, widows, graphic placement, and other elements that ensure the professional appearance of your publication.

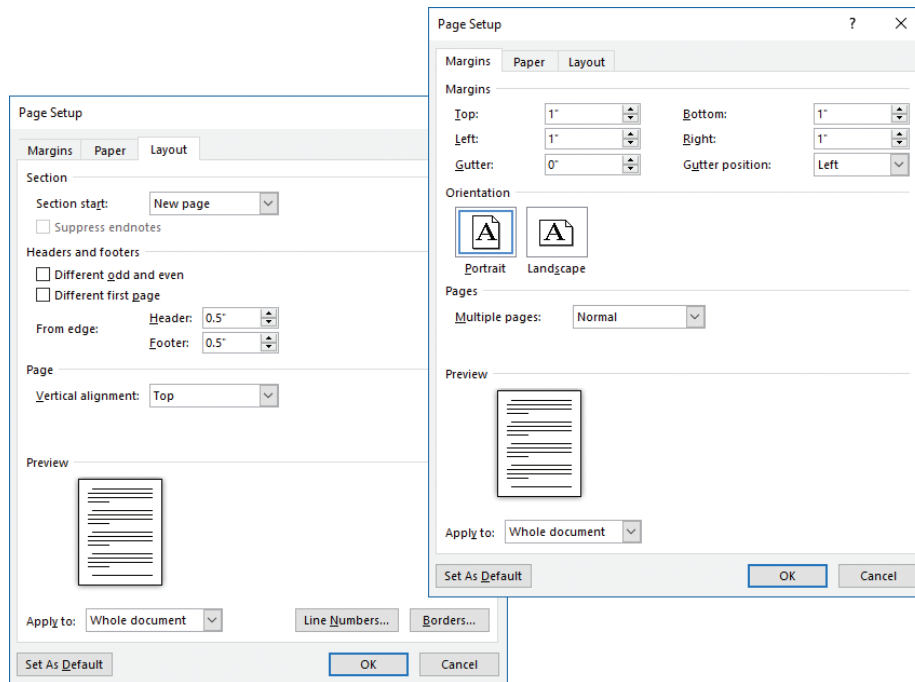
**Data Preparation and Conversion.** Our team is proficient in all the tasks necessary to prepare and convert existing data from one format to another for publication. We evaluate the original file format, ensure that files are consistently formatted, convert styles and formats as needed, proof the results, and make any necessary final corrections to produce perfectly clean files ready for print or online publication.

*Page setup options define the space available on each page for content*

When appropriate to the document type, you can preface each line of text in the document with a line number. Line numbers can span the length of a document, restart at the beginning of each page or section, or skip text that you specify.

By default, Word breaks lines between words and after punctuation. When the automatic hyphenation feature is turned on, Word inserts line breaks and hyphens within words to help achieve a more uniform line length. You can stop Word from breaking a line between two words that you want to keep together by inserting a nonbreaking space between the words.

You can configure many document setup options directly from the Layout tab of the ribbon. Others are available in the Page Setup dialog box. The commands in the Page Setup dialog box are divided among three tabs.



*You can modify the structure of the document pages and sections from the Layout and Margins tabs*

### To open the Page Setup dialog box

- On the **Layout** tab, in the **Page Setup** group, do any of the following:
  - Click the **Page Setup** dialog box launcher.
  - Click the **Margins** button, and then click **Custom Margins**.
  - Click the **Size** button, and then click **More Paper Sizes**.

### To change the page margins

- On the **Layout** tab, in the **Page Setup** group, click the **Margins** button, and then click the standard margin set you want.

Or

1. Open the **Page Setup** dialog box.
2. On the **Margins** tab of the **Page Setup** dialog box, specify the individual margins, the gutter width and position, the configuration of multiple pages, and the area of the document to which you want to apply the custom margins. Then click **OK**.

### To change the page orientation

- On the **Layout** tab, in the **Page Setup** group, click the **Orientation** button, and then click **Portrait** or **Landscape**.
- On the **Margins** tab of the **Page Setup** dialog box, in the **Orientation** section, click the **Portrait** or **Landscape** thumbnail. Then click **OK**.

### To change the page size

- On the **Layout** tab, in the **Page Setup** group, click the **Size** button, and then click the standard page size you want.

Or

1. On the **Size** menu, click **More Paper Sizes**.
2. On the **Paper** tab of the **Page Setup** dialog box, select **Custom size** in the **Paper size** list, define the width and height of the page, and then click **OK**.

### To format selected text into simple columns

- On the **Layout** tab, in the **Page Setup** group, click the **Columns** button, and then click the standard column configuration you want.

---

**See Also** For information about formatting text in custom columns, see “Objective 2.3: Order and group text and paragraphs.”

---

### To manually break column content

- Position the cursor where you want to insert the column break, and then do one of the following:
  - On the **Layout** tab, in the **Page Setup** group, click the **Breaks** button, and then in the **Page Breaks** section, click **Column**.
  - Press **Ctrl+Shift+Enter**.

### To insert a manual page break

- Position the cursor where you want to insert the page break, and then do one of the following:
  - On the **Layout** tab, in the **Page Setup** group, click the **Breaks** button, and then in the **Page Breaks** section, click **Page**.
  - Press **Ctrl+Enter**.

### To divide a document into sections

1. Position the cursor at the beginning of the content with which you want to start the new section.
2. On the **Layout** tab, in the **Page Setup** group, click the **Breaks** button.
3. On the **Breaks** menu, in the **Section Breaks** section, click **Next Page**, **Continuous**, **Even Page**, or **Odd Page** to define the starting page of the new section.

### To insert and control line numbers

- On the **Layout** tab, in the **Page Setup** group, click the **Line Numbers** button, and then click **Continuous**, **Restart Each Page**, **Restart Each Section**, or **Suppress for Current Paragraph**.

### To automatically break lines and hyphenate words

- On the **Layout** tab, in the **Page Setup** group, click the **Hyphenation** button, and then click **Automatic**.

### To control hyphenation settings

1. On the **Layout** tab, in the **Page Setup** group, click the **Hyphenation** button, and then click **Hyphenation Options**.
2. In the **Hyphenation** dialog box, specify whether you want Word to automatically hyphenate the document or to hyphenate uppercase words, the maximum distance of a hyphen from the document margin (the hyphenation zone), and how many consecutive lines of a paragraph may be hyphenated. Then click **OK**.

### To turn off automatic hyphenation

- On the **Layout** tab, in the **Page Setup** group, click the **Hyphenation** button, and then click **None**.

### To selectively hyphenate words in a document

1. On the **Layout** tab, in the **Page Setup** group, click the **Hyphenation** button, and then click **Manual**.
2. For each hyphenation suggested in the **Manual Hyphenation** dialog box, click **Yes** or **No**.

---

**Tip** The No button is active only for existing hyphens.

---

### To insert a nonbreaking space

- Press **Ctrl+Shift+Space**.

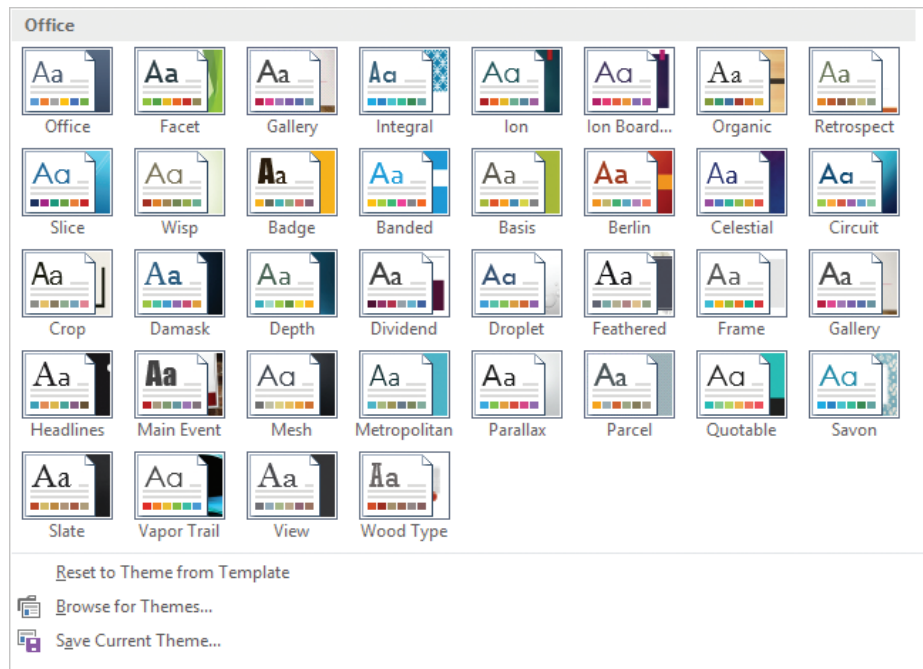
Or

1. On the **Insert** tab, in the **Symbols** group, click the **Symbol** button, and then click **More Symbols**.
2. On the **Special Characters** tab of the **Symbol** dialog box, do either of the following:
  - Click **Nonbreaking Space**, and then click **Insert**.
  - Double-click **Nonbreaking Space**.



## Apply document themes

Every document you create is based on a template, and the appearance of the content within the template is controlled by a theme. The theme is a combination of coordinated colors, fonts, and effects that visually convey a certain tone. By default, Word applies the Office theme to all new, blank documents. To quickly change the appearance of a document, you can apply a different theme. To change the appearance of all new documents, you can make a different theme the default.



*The built-in themes that come with Office 2016*

If you like the background elements of one theme but not the colors or fonts, you can mix and match theme elements. In addition to colors and fonts, you can control more-subtle elements such as paragraph spacing and visual effects that are associated with a theme.

If you create a combination of theme elements that you would like to be able to use with other documents, you can save the combination as a new theme. When you save a theme in the default Document Themes folder, it is available in the Themes gallery.

You don't have to store custom themes in the Document Themes folder; you can store them anywhere on your hard disk, on removable media, or in a network location.



## Apply style sets

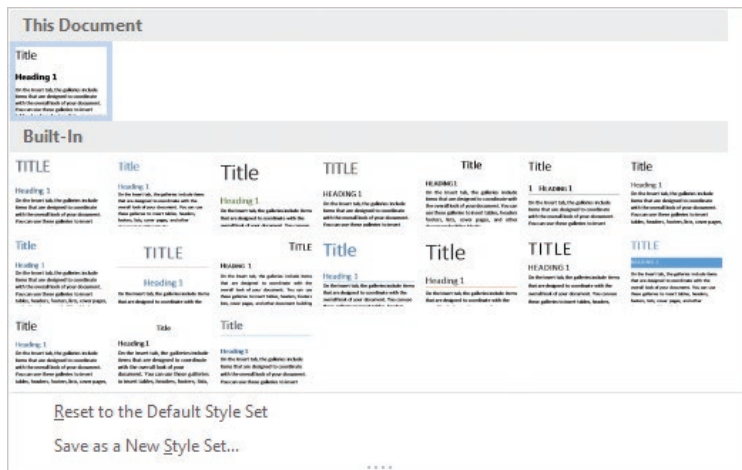
You can easily change the appearance and outline level of words and paragraphs by using styles. Styles can include character formatting, paragraph formatting, or a combination of both. Styles are stored in the template that is attached to a document. Styles are usually built on a base style (such as the Normal style) and use the default body font, heading font, and color set associated with the document's theme. For this reason, formatting document text and graphics by using styles produces a harmonious effect.

---

**See Also** For information about applying character styles and paragraph styles, see “Objective 2.2: Format text and paragraphs.”

---

The appearance of content that is formatted by using styles is controlled by *style sets*. After you apply styles to document content, you can easily change the look of the entire document by switching to a different style set, which associates different formatting rules with the same styles.



Pointing to a style set temporarily displays a live preview of the effect of applying it to your document

### To apply a style set

- ➔ On the **Design** tab, in the **Document Formatting** gallery, click the style set you want to apply.

## To reset the style set to the template default

- On the **Design** tab, expand the **Document Formatting** gallery, and then on the **Document Formatting** menu, click **Reset to the *template* Style Set**.

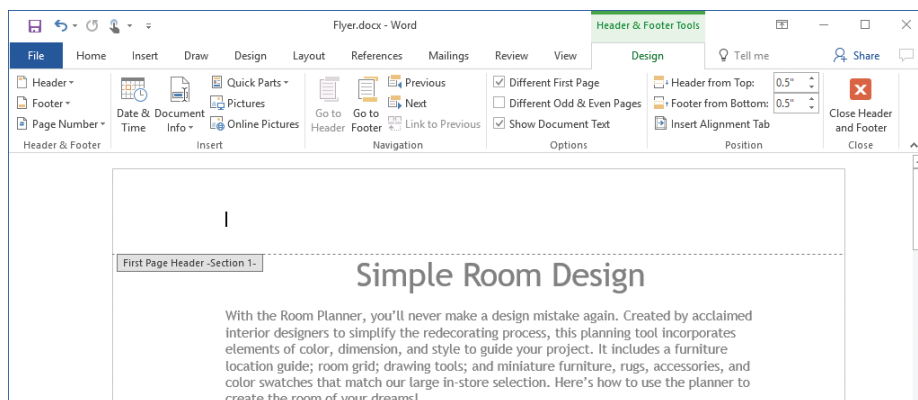
Exam Strategy The objective domain for Exam 77-725 includes coverage of applying existing style sets to documents. Creating and modifying custom style sets is part of the objective domain for Exam 77-726, "Microsoft Word 2016 Expert."

## Insert headers and footers

You can display information on every page of your document by creating headers and footers. You can populate and format headers and footers independently. You can have a different header and footer on the first page of a document, different headers and footers on odd and even pages, or different headers and footers for each section.

You can manually insert text or graphic elements in a header or footer, select common elements (such as page number, date and time, or a document property) from a menu, or insert a preformatted building block.

When the header or footer is active for editing, Word displays a dashed border between the header or footer and the document body, and the **Design** tool tab appears on the ribbon. You can enter information in the header and footer areas the same way you enter ordinary text. You can also use the commands on the **Design** tool tab to enter and format document information, move from one header or footer to another, and establish the location and position of the header and footer.



*The Design tool tab for Header & Footer Tools appears only when the header or footer is active*

---

**Tip** If your document contains section breaks, each successive section inherits the headers and footers of the preceding section unless you break the link between the two sections. After you break the link, you can create a different header and footer for the current section.

---

You can manually insert a page number element in a header or footer, or you can use the separate Page Number feature to insert stylized page numbers.

---

**See Also** For more information about inserting preformatted page numbers, see “Insert page numbers” later in this section.

---

### To activate the header or footer

→ Do either of the following:

- Position the cursor anywhere in the document. On the **Insert** tab, in the **Header & Footer** group, click the **Header** button or the **Footer** button, and then click the corresponding **Edit** command on the menu.
- In Print Layout view, double-click in the top margin of a page to activate the header or in the bottom margin to activate the footer.

### To insert custom header or footer content

1. Activate the header or footer.
2. In the header or footer area, do any of the following:
  - Insert and format content by using the standard commands.
  - From the **Insert** group on the **Design** tool tab, insert the date, time, an image, document information, or any Quick Parts you want to include.
  - Use the preset tabs to align content at the left margin, in the center, and at the right margin, or modify the tabs to meet your needs.
3. In the **Close** group, click the **Close Header and Footer** button.

### To insert a preformatted header or footer

1. On the **Insert** tab, in the **Header & Footer** group, click the **Header** button or the **Footer** button.
2. In the **Header** gallery or the **Footer** gallery, click the design you want.
3. Replace any text placeholders and enter any other information you want to appear.
4. In the **Close** group, click the **Close Header and Footer** button.

Exam Strategy You can also insert predefined headers and footers from the Building Blocks Organizer that is available from the Text group on the Insert tab. However, it is not necessary that you demonstrate a working knowledge of the Building Blocks Organizer to pass Exam 77-725.

### To insert the current date and/or time in a header or footer

1. Activate the header or footer, and then position the cursor where you want the date and/or time to appear.
2. On the **Design** tool tab, in the **Insert** group, click the **Insert Date and Time** button.
3. In the **Date and Time** dialog box, do the following, and then click **OK**:
  - Click the format in which you want the date and/or time to appear in the header or footer.
  - If you want Word to update the date and/or time in the header each time you save the document, select the **Update automatically** check box.

### To modify standard header or footer settings

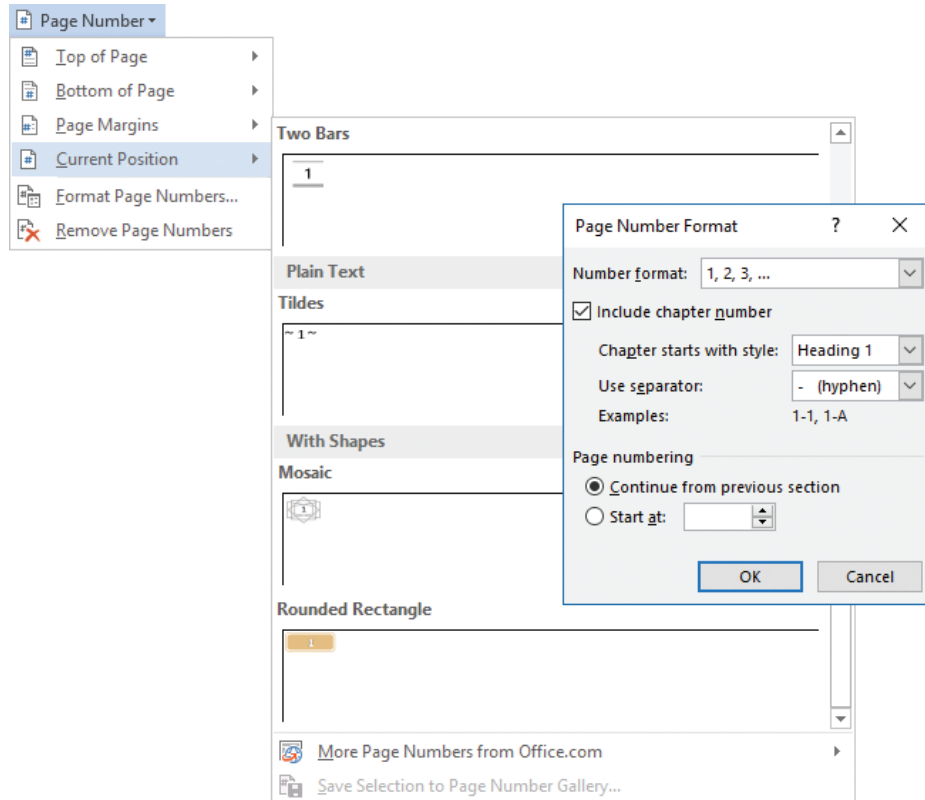
1. Activate the header or footer. Then on the **Design** tool tab, in the **Options** group, do any of the following:
  - Select the **Different First Page** check box if you want to use a different header or footer on the first page of the document. You might want to do this if, for example, the first page of the document is a cover page.
  - Select the **Different Odd & Even Pages** check box if you want to use different headers or footers for odd pages and for even pages. Select this option if the content of the header or footer is not centered and the document content will be viewed on facing pages.
  - Clear the **Show Document Text** check box if you find that you're distracted by the main document text when you're working in the header or footer.
2. In the **Position** group, set the **Header Position from Top** or **Footer Position from Bottom** distance.
3. In the **Close** group, click the **Close Header and Footer** button.

### To delete a header or footer

- Activate the header or footer. Press **Ctrl+A** to select all the content of the header or footer, and then press **Delete**.
- On the **Insert** tab, in the **Header & Footer** group, click the **Header** or **Footer** button, and then click the corresponding **Remove** command.

## Insert page numbers

It is quite common to insert page numbers in a document that will be printed. You can insert stylized page numbers in the header, footer, left margin or right margin, or at the current cursor position on each page. You can format the page numbers to follow a specific pattern.



*You can insert a preformatted page number configuration and modify the number format and separator*

### To insert a preformatted page number in a header or footer

1. On the **Insert** tab, in the **Header & Footer** group, click the **Page Number** button.
2. In the **Page Number** list, click the location at which you want to insert the page number, and then click the page number style you want.

## To change the format of page numbers

1. On the **Insert** tab or **Design** tool tab (when the header or footer is active), in the **Header & Footer** group, click the **Page Number** button, and then click **Format Page Numbers**.
2. In the **Page Number Format** dialog box, in the **Number format** list, click the format you want.
3. Select any other options you want, and then click **OK**.

## Format page background elements

A watermark is a transparent word or phrase, or a muted graphic, that appears on the page background of a document but doesn't interfere with its readability. You can use a text watermark such as *Draft* or *Important* to indicate information about a document. You can use a graphic watermark to brand a document with your logo or to simply add flair.

Take a look at how your home is decorated and note the things you like and dislike. Pay special attention to the color scheme and to how each room "feels" to you. Is it inviting? Does it feel comfortable? Does it relax you or does it invigorate you?

Focus on the room(s) you would most like to change. Brainstorm all the things you would change in that room if you could. Don't give a thought to any financial considerations; just let your imagination go wild! It might be helpful to write down all the negatives and positives. You don't need to come up with solutions all at once. Just be clear on what you like and what you hate about that room.

Visit our showroom and purchase a Room Planner. While you're there, take a look around and see what really appeals to you. Sometimes entire rooms are designed around just one or two special pieces, so don't be afraid to fall in love with something that doesn't seem to fit into your overall scheme. Go with what you love, and the rest will fall into place.

Take your Room Planner home and get to work! Adjust the planner so that it models the room dimensions. Don't forget to place the windows and doors. Arrange the furniture placeholders to mirror how your room is currently set up. Add the current colors, too.

This is where the fun begins! Start changing things around a bit. Move the furniture, add different colors, and watch the room come together! Here's where you can tell if that rich red rug you saw in the showroom enhances or overwhelms your room. What about that overstuffed chair that caught your eye? Place a furniture or accessory shape, and then color it. Does it look great or is it too jarring? Change the color... does that help? Don't forget about the walls. Try different colors to see the effect on the room overall.

When you're sure you have the right look and feel, take a break. Put the planner away and sleep on your design for a day or two. Then review it again. Does it still look perfect, or is something not quite right? You might need to "live" with the new plan for a few days, especially if you've made big changes. When everything feels just right to you, you're ready for the next big step!

*A watermark provides supplemental information to readers*



Watermarks are visible when you display a document in Print Layout view or Web Layout view, and are optional when printing a document.

#### To add a text watermark

1. On the **Design** tab, in the **Page Background** group, click the **Watermark** button.
2. In the **Watermark** gallery, click the thumbnail for one of the predefined text watermarks.

Or

1. On the **Watermark** menu, click **Custom Watermark**.
2. In the **Printed Watermark** dialog box, select **Text watermark**.
3. Either select the watermark text you want from the **Text** list, or enter the text in the **Text** box.
4. Format the text by changing the settings in the **Font**, **Size**, and **Color** boxes.
5. Choose a layout, select or clear the **Semitransparent** check box, and then click **OK**.

#### To use a picture as a watermark

1. On the **Watermark** menu, click **Custom Watermark**.
2. In the **Printed Watermark** dialog box, select **Picture watermark**, and then click the **Select Picture** button.
3. In the **From a file** area of the **Insert Pictures** dialog box, click **Browse**. In the **Insert Picture** dialog box that opens, navigate to the folder where the picture is stored, and double-click the picture file to insert the file path in the **Printed Watermark** dialog box.
4. In the **Scale** list, choose how big or small you want the watermark picture to appear in the document.
5. If you want to display a more vibrant picture, clear the **Washout** check box. Then click **OK**.

## Objective 1.3 practice tasks

The practice file for these tasks is located in the **MOSWord2016\Objective1** practice file folder. The folder also contains a result file that you can use to check your work.

- Open the **Word\_1-3** document, and then do the following:
  - Turn on automatic hyphenation and ensure that consecutive lines will not be hyphenated.
  - Apply the *Facet* theme to the document.
  - Change the color set to the *Red Orange* palette, and change the font set to *Corbel*.
  - 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.
  - 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.
  - Apply the *Casual* style set to the document.
- Save the **Word\_1-3** document.
- Open the **Word\_1-3\_results** document. Check your work by comparing the two open documents.
- Close the open documents.

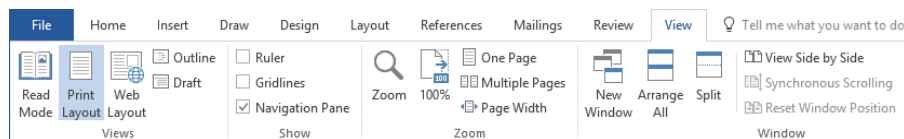
## Objective 1.4: Customize document options and views

### Change document views

In Word, you can display a document in a variety of views, each suited to a specific purpose. The document views available in Word 2016 include the following:

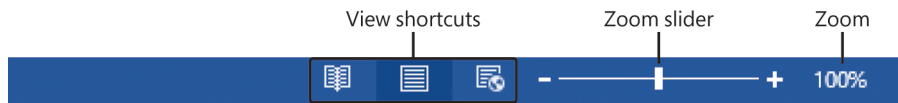
- **Read Mode view** This view displays as much of the content of the document as will fit on the screen at a size that is comfortable for reading. In this view, the ribbon is replaced by one toolbar at the top of the screen with buttons for searching and navigating in the document. You can view existing comments, but you can't make changes to the document while in this view.
- **Print Layout view** This view displays a document on the screen the way it will look when printed. You can review elements such as margins, page breaks, headers and footers, and watermarks.
- **Web Layout view** This view displays the document the way it will look when viewed in a web browser. You can review backgrounds and other effects. You can also review how text wraps to fit the window and how graphics are positioned.
- **Outline view** This view displays the structure of a document as nested levels of headings and body text, and provides tools for viewing and changing the hierarchy.
- **Draft view** This view displays the content of a document with a simplified layout so that you can quickly enter and edit text. You cannot view layout elements such as headers and footers.

On the View tab of the ribbon, commands in the Views group provide options for changing the display of the document window.



*View buttons are conveniently located at the top and bottom of the window*

At the right end of the status bar, the View Shortcuts toolbar provides quick access to the most commonly used views.



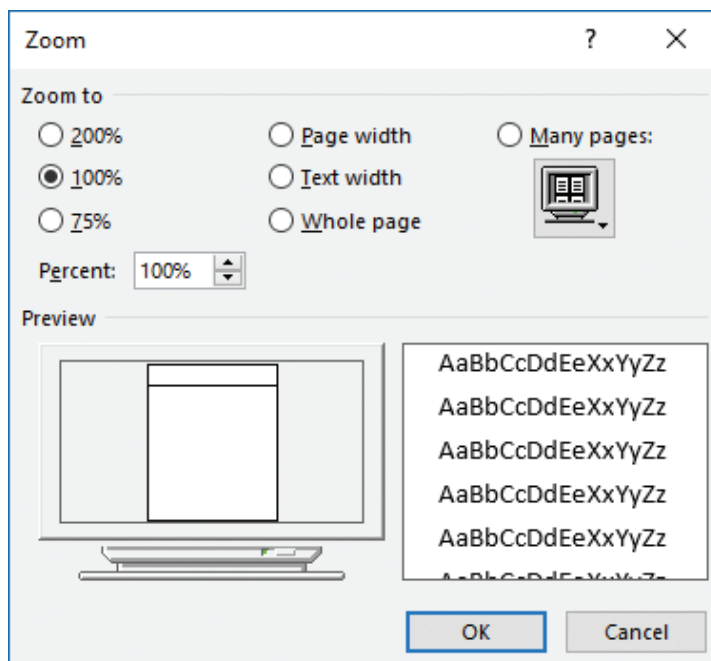
*View and zoom controls are available in the lower-right corner of the Word window*

### To switch among standard views

- On the **View** tab, in the **Views** group, click the **Read Mode**, **Print Layout**, **Web Layout**, **Outline View**, or **Draft View** button.
- At the right end of the status bar, on the **View Shortcuts** toolbar, click the **Read Mode**, **Print Layout**, or **Web Layout** button.

## Customize views by using zoom settings

You can adjust the magnification of a document by using the tools available in the Zoom group on the View tab, or the Zoom slider or Zoom button at the right end of the status bar.



*The Zoom dialog box contains a few commands that aren't on the Zoom group of the View tab*

### To zoom in or out in 10-percent increments

- Click the **Zoom In (+)** button or the **Zoom Out (-)** button.

### To zoom to a specific magnification

- Drag the **Zoom** slider.
- On the **View** tab, in the **Zoom** group, click the **100%** button.

Or

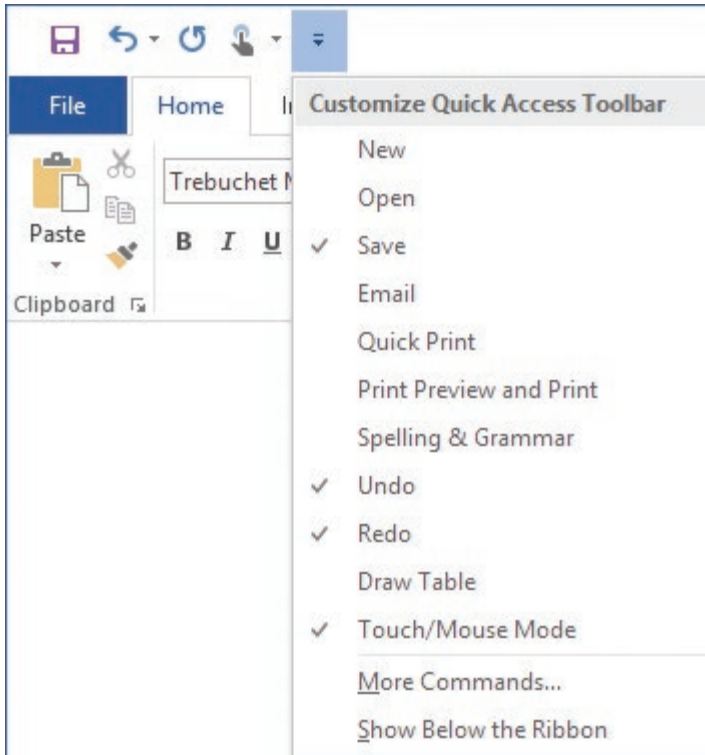
1. Do either of the following:
  - Click the **Zoom level** button.
  - On the **View** tab, in the **Zoom** group, click the **Zoom** button.
2. In the **Zoom** dialog box, click a fixed magnification level, or in the **Percent** box, enter or select a magnification level. Then click **OK**.

### To zoom to a program window–related magnification

- In the **Zoom** dialog box, do one of the following, and then click **OK**:
  - Click **Page width**, **Text width**, or **Whole page**.
  - Click **Many pages**, click the monitor icon below the option, and then click the page configuration you want (from 1x1 to 2x4 pages).
- On the **View** tab, in the **Zoom** group, click the **One Page**, **Multiple Pages**, or **Page Width** button.

## Customize the Quick Access Toolbar

By default, buttons representing the Save, Undo, and Redo commands appear on the Quick Access Toolbar. If you regularly use a few commands that are scattered on various tabs of the ribbon and you don't want to switch between tabs to access the commands, you can add them to the Quick Access Toolbar so that they're always available to you. You can add commands to the Quick Access Toolbar from the Customize Quick Access Toolbar menu (which includes up to 11 common commands), from the ribbon, or from the Word Options dialog box. You can add any type of command to the Quick Access Toolbar, even a drop-down list of options or gallery of thumbnails.



*On touchscreen devices, the Touch/Mouse Mode command appears on the Quick Access Toolbar by default*

Exam Strategy The Microsoft Office Specialist exams don't require you to demonstrate the ability to use commands and controls that are available only on touchscreen devices.

The default Quick Access Toolbar appears in all Word documents. You can also create a separate Quick Access Toolbar that is embedded in a specific document.

As you add commands to the Quick Access Toolbar, it expands to accommodate them and takes up a greater amount of space on the title bar. If you add a lot of commands, it might become difficult to view the text in the title bar, or some commands on the Quick Access Toolbar might be hidden. To resolve this problem, you can move the Quick Access Toolbar below the ribbon.

See Also You manage many features of the Quick Access Toolbar from the Word Options dialog box. For information about opening the Word Options dialog box and displaying specific pages of options, see the "Prerequisites" section of the exam overview.

### To display the Customize Quick Access Toolbar menu

- At the right end of the **Quick Access Toolbar**, click the **Customize Quick Access Toolbar** button (the arrow).

### To change the location of the Quick Access Toolbar

- Display the **Customize Quick Access Toolbar** menu, and then click **Show Below the Ribbon** or **Show Above the Ribbon**.
- Right-click the **Quick Access Toolbar**, and then click **Show Quick Access Toolbar Below the Ribbon** or **Show Quick Access Toolbar Above the Ribbon**.
- Display the **Quick Access Toolbar** page of the **Word Options** dialog box, and then select or clear the **Show Quick Access Toolbar below the Ribbon** check box.

### To add a command to the Quick Access Toolbar

- Display the **Customize Quick Access Toolbar** menu, and then click one of the common commands available on the menu.
- Right-click a command on the ribbon, and then click **Add to Quick Access Toolbar**.

Or

1. Display the **Quick Access Toolbar** page of the **Word Options** dialog box.
2. In the **Choose commands from** list, click the group of commands from which you want to select.
3. In the **Choose commands** pane, locate the command you want to add. Then click the **Add** button.

### To create a separate Quick Access Toolbar that is specific to the current document

- On the **Quick Access Toolbar** page of the **Word Options** dialog box, in the **Customize Quick Access Toolbar** list, click **For *document name***.

### To remove a command from the Quick Access Toolbar

- On the **Quick Access Toolbar**, right-click the command, and then click **Remove from Quick Access Toolbar**.
- On the **Customize Quick Access Toolbar** menu, click any active command (indicated by a check mark) to remove it.
- On the **Quick Access Toolbar** page of the **Word Options** dialog box, in the **Quick Access Toolbar** pane, click the command. Then click the **Remove** button.

### To change the order of commands on the Quick Access Toolbar

- On the **Quick Access Toolbar** page of the **Word Options** dialog box, in the **Quick Access Toolbar** pane, click a command you want to move. Then click the **Move Up** or **Move Down** button.

### To separate commands on the Quick Access Toolbar

- On the **Quick Access Toolbar** page of the **Word Options** dialog box, in the **Quick Access Toolbar** pane, click the command after which you want to insert a separator. At the top of the **Choose commands** pane, click **<Separator>**. Then click **Add**.

### To reset the Quick Access Toolbar to its default content

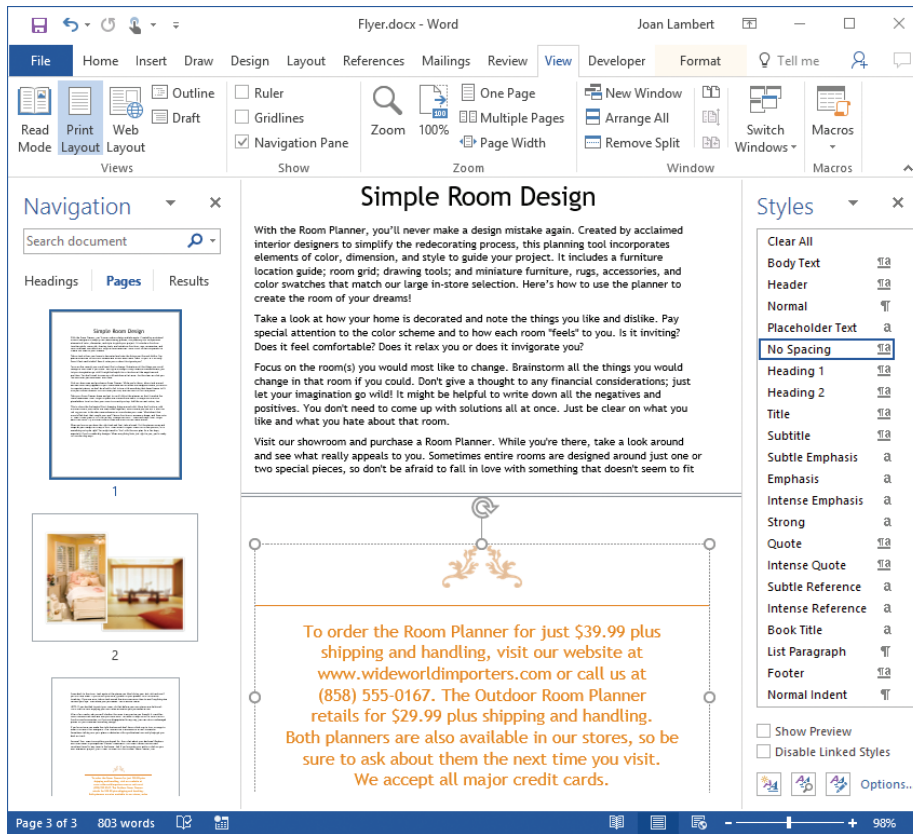
- On the **Quick Access Toolbar** page of the **Word Options** dialog box, click the **Reset** button, and then click **Reset only Quick Access Toolbar** or **Reset all customizations**.

## Split the window

It can be cumbersome to work in a long document that requires you to frequently scroll up and down to view data elsewhere in the document.

In any view other than Read Mode, you can display multiple parts of a document at one time by splitting the window. You can then independently scroll and work in two views of the document within one program window. The Navigation pane and any active panes are displayed for the entire document, as part of the program window. Each part of the split window has its own ruler and scroll bars. Some commands (such as the Zoom commands and some views) apply only to the currently active part of the split window; others apply to the currently selected content or to the entire document.





You can modify the view settings independently in each section of a split window

## To split the window

- On the **View** tab, in the **Window** group, click the **Split** button.

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**Tip** You can change the program window area allocated to each split pane by dragging the split bar up or down.

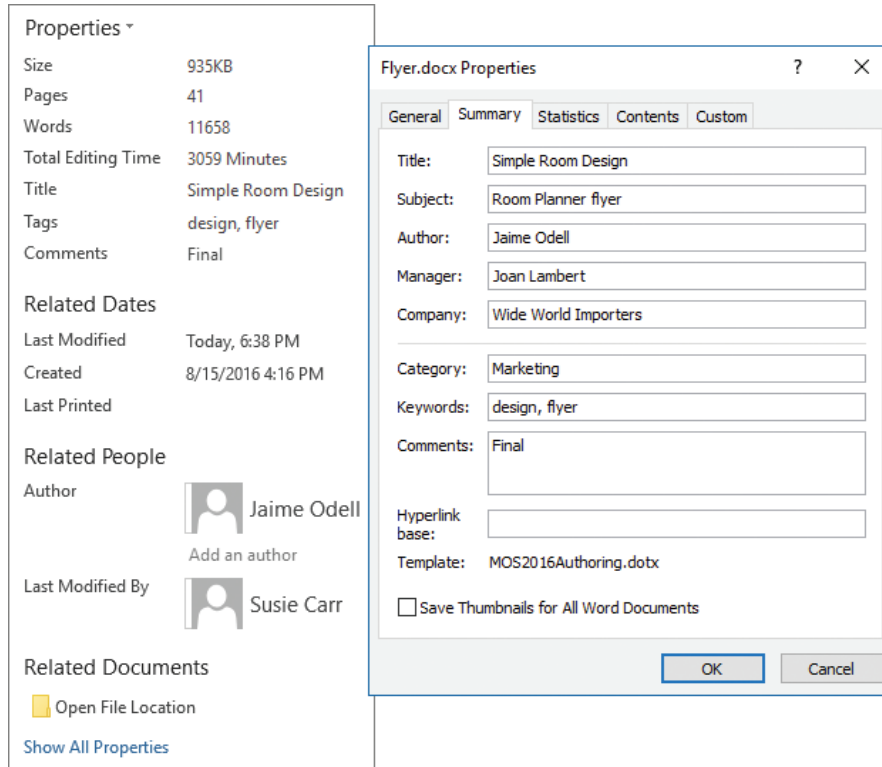
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## To remove a split

- Double-click the split bar that divides the panes.
- Drag the split bar to the top or bottom of the document window.
- On the **View** tab, in the **Window** group, click the **Remove Split** button.

## Add and modify document properties

In Word 2016, the properties of a document are easily accessible from the Info page of the Backstage view. You can view and modify some document properties directly on the Info page, or you can work in the Properties dialog box, which is available from within the document or from File Explorer.



*The basic properties are available from the Info page of the Backstage view*

### To set or change the Title, Tags, or Comments properties

- ➔ On the **Info** page of the Backstage view, click the property to activate it, and then add or change information.

### To add an author to the Author property

- On the **Info** page of the Backstage view, in the **Related People** area, click **Add an author**, and then do one of the following:
  - Enter one or more author names or email addresses, separated by semicolons, and then click **Verify the contact names you have entered** to validate the entry against your organization's Global Address List and your other Microsoft Outlook address books.

---

**Tip** If Word finds a match for the author's name and you have his or her contact information stored in Outlook, you can initiate contact with that person from the Author list on the Info page.

---

- Click the **Search the Address Book for contacts** button. In the **Address Book** dialog box, select the address book in which the author's contact information is saved, and then select the author.

### To remove an author from the Author property

- On the **Info** page of the Backstage view, in the **Related People** area, right-click the author, and then click **Remove Person**.

### To open the Properties dialog box

- On the **Info** page of the Backstage view, click **Properties**, and then click **Advanced Properties**.
- In File Explorer, right-click the file, and then click **Properties**.

## Show or hide formatting symbols

When you are fine-tuning the layout of a document, you might find it helpful to display formatting marks and hidden characters. Formatting marks, such as tabs, paragraph marks, page breaks, and section breaks, control the layout of your document, and hidden characters provide the structure for behind-the-scenes processes, such as indexing.

### To display or hide formatting marks and hidden characters

- On the **Home** tab, in the **Paragraph** group, click the **Show/Hide ¶** button.
- Press **Ctrl+Shift+8 (Ctrl+\*)**.

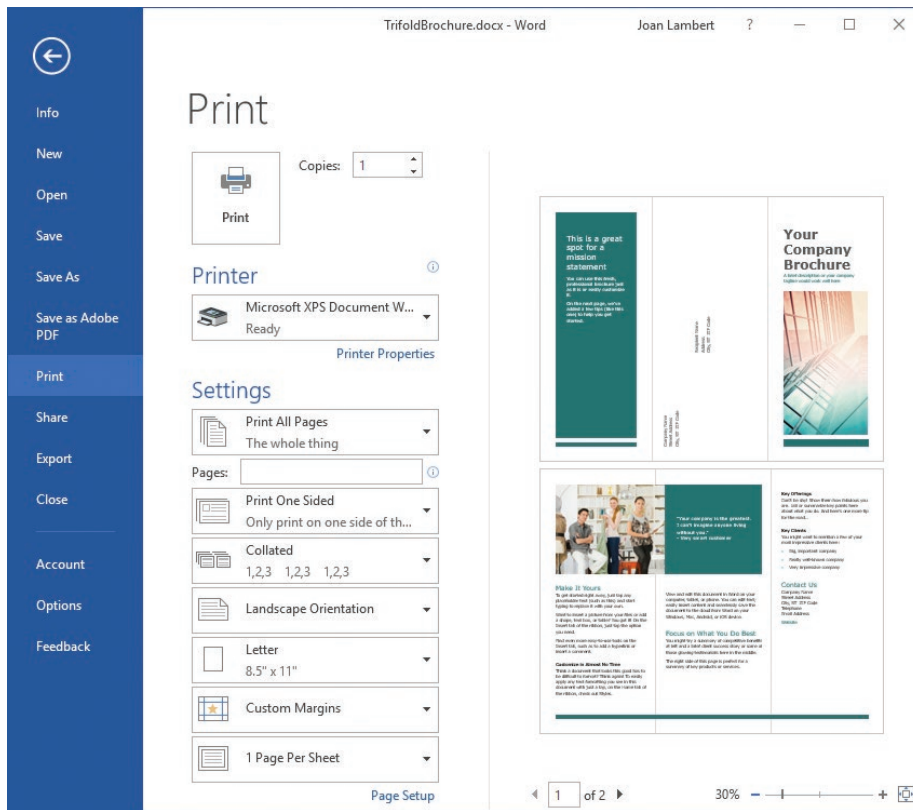
## Objective 1.4 practice tasks

The practice file for these tasks is located in the **MOSWord2016\Objective1** practice file folder. The folder also contains a result file that you can use to check your work.

- ▶ Open the **Word\_1-4** document, and do the following:
  - Display the document content in Read Mode view, in wide columns.
  - Display two pages of the document side by side in Print Layout view.
  - 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%.
  - Close the lower split pane, and display the document at page width.
- ▶ Display the *Quick Access Toolbar* page of the Word Options dialog box, and do the following:
  - Create a Quick Access Toolbar that appears only in this document.
  - 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.
  - Add the *Insert Comment* button and the *Accept* menu from the Review tab to the document-specific Quick Access Toolbar.
  - Insert a separator between the three commands from the *Home* tab and the two commands from the *Review* tab.
- ▶ Display the *Customize Ribbon* page of the Word Options dialog box, and do the following:
  - Display the *Developer* tab on the ribbon.
  - Hide the *Mailings* tab.
  - Create a custom tab named Favorites with a custom group named Colors. Assign a symbol of your choice to the group.
  - Move the *Proofing* group of commands from the *Review* tab to your *Favorites* tab.
  - Add the *Font Color* and *Text Highlight Color* buttons to the *Colors* group.

- Close the *Word Options* dialog box, display the document properties, and do the following:
  - Set the *Title* property to Simple Room Design and the *Subject* property to Room Planner.
  - Assign the keywords (tags) redecorating, color, and style to the document.
  - Add yourself as the only author.
  - Add a custom property named Document Number with a value of 1001.
  - Save the document and exit Word.
- Start Word without opening a document, and do the following:
  - Verify that the ribbon displays the Developer tab.
  - Verify that the ribbon does not display the Mailings tab.
  - Verify that the Quick Access Toolbar is unchanged.
- Reopen the **Word 1-4** document, and do the following:
  - Verify that the document-specific Quick Access Toolbar appears in this document only.
  - Remove the Favorites tab from the ribbon, and redisplay the Mailings tab. Hide the Developer tab if you don't use it. Do not reset the Quick Access Toolbar.
- Save the **Word 1-4** document.
- Open the **Word\_1-4\_results** document. Check your work by comparing the two open documents.
- Close the open documents.





*Configure print settings and preview their effects*

## To select a printer

- ➔ On the **Print** page of the Backstage view, in the **Printer** area, click the current printer, and then click the printer you want to use.

## To print multiple copies of a document

- ➔ On the **Print** page of the Backstage view, in the **Copies** box, click the arrows or enter the number of copies you want to print. If you want to print the copies of each page separately, click **Collated** in the **Settings** area, and then click **Uncollated**.

### To print a specific portion of a document

- On the **Print** page of the Backstage view, in the **Settings** area, click **Print All Pages** and then do any of the following:
- To print only the currently selected content, click **Print Selection**.
  - To print only the page on which the cursor is active, click **Print Current Page**.
  - To print specific pages or sections, click **Custom Print** and enter the pages, sections, or page ranges you want to print in the **Pages** box. Indicate page ranges by using a hyphen and multiple page selections by using a comma (for example, *1-3, 6* prints pages 1, 2, 3, and 6). Indicate sections and page ranges within sections by prefacing the page with *p* and the section with *s* (for example, *s2* prints the entire second section, and *p2s2-p4s2* prints pages 2-4 of the second section).

### To print a document double-sided

- On the **Print** page of the Backstage view, in the **Settings** area, click **Print One Sided** and then click the **Print on Both Sides** option that you want.

### To print multiple pages on each sheet of paper

- On the **Print** page of the Backstage view, in the **Settings** area, click **1 Page per Sheet** and then click the number of pages you want to print on each sheet.

### To scale pages to a specific size

- On the **Print** page of the Backstage view, in the **Settings** area, click **1 Page per Sheet**, click **Scale to Paper Size**, and then click the paper size to which you want to scale the sheets.

### To specify a paper source

- On the **Print** page of the Backstage view, in the **Settings** area, click the **Page Setup** link. On the **Paper** tab of the **Page Setup** dialog box, in the **Paper source** area, click the paper source you want. Then click **OK**.

## Save documents in alternative file formats

The Office 2016 programs use file formats based on XML, called the *Microsoft Office Open XML Formats*, that were introduced with Office 2007. By default, Word 2016 files are saved in the .docx format, which is the Word variation of this file format.



The .docx format provides the following benefits:

- File size is smaller because files are compressed when saved, decreasing the amount of disk space needed to store the file and the amount of bandwidth needed to send files in email, over a network, or across the Internet.
- Recovering at least some of the content of damaged files is possible because XML files can be opened in a text program such as Notepad.
- Security is greater because .docx files cannot contain macros, and personal data can be detected and removed from the file. (A different file format—.docm—is for documents that contain macros.)

In addition to these default Word 2016 formats, you can save a document that you create in Word 2016 in many other formats, including Word Macro-Enabled Document, Word Macro-Enabled Template, Word XML Document, Web Page, Word 97-2003 Template, Word 2003 XML Document, Strict Open XML Document, and Works 6-9 Document.

If you want to save a Word document in a format that can be opened by the widest variety of programs (including text editors that are installed with most operating systems), use one of these two formats:

- **Rich Text Format (.rtf)** This format preserves the document's formatting.
- **Plain Text (.txt)** This format preserves only the document's text.

If you want people to be able to view a document exactly as it appears on your screen, use one of these two formats:

- **PDF (.pdf)** This format is preferred by commercial printing facilities. Recipients can display the file in the free Microsoft Reader or Adobe Reader programs, and can display and edit the file in Word 2016 or Adobe Acrobat.
- **XPS (.xps)** This format precisely renders all fonts, images, and colors. Recipients can display the file in the free Microsoft Reader program or the free XPS Viewer program.

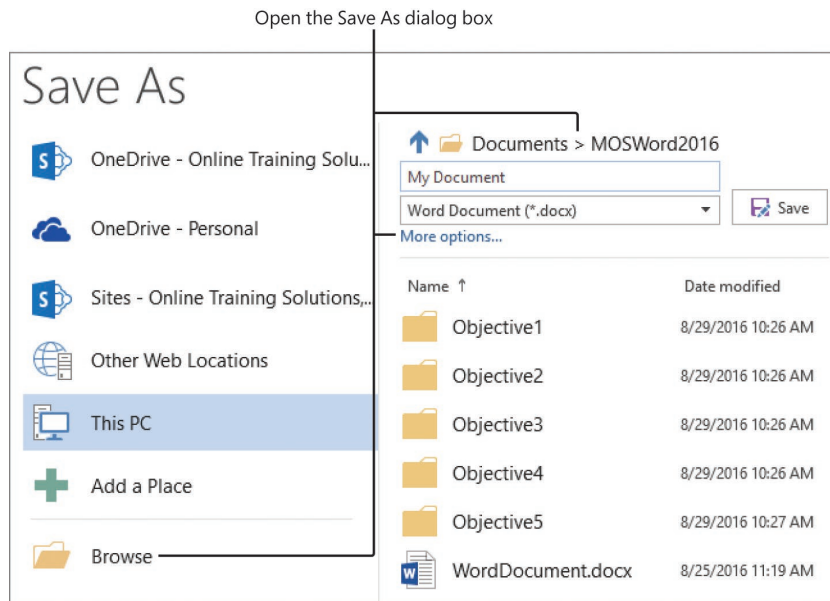
The PDF and XPS formats are designed to deliver documents as electronic representations of the way they appear when printed. Both types of files can easily be sent by email to many recipients and can be made available on a webpage for downloading by anyone who wants them. However, the files are no longer Word documents. A PDF file can be converted to the editable Word format. An XPS file cannot be opened, viewed, or edited in Word.

When you save a Word document in PDF or XPS format, you can optimize the file size of the document for your intended distribution method—the larger Standard file size is better for printing, whereas the Minimum file size is suitable for online publishing. You can also configure the following options:

- Specify the pages to include in the PDF or XPS file.
- Include or exclude comments and tracked changes in a PDF file.
- Include or exclude non-printing elements such as bookmarks and properties.
- Select compliance, font embedding, and encryption options in a PDF file.

### To display the Save As dialog box

- On the **Save As** page of the Backstage view, do any of the following:
- Below the **Places** list, click the **Browse** button.
  - Above the file navigation controls, click the file path.
  - Below the file navigation controls, click the **More options** link.

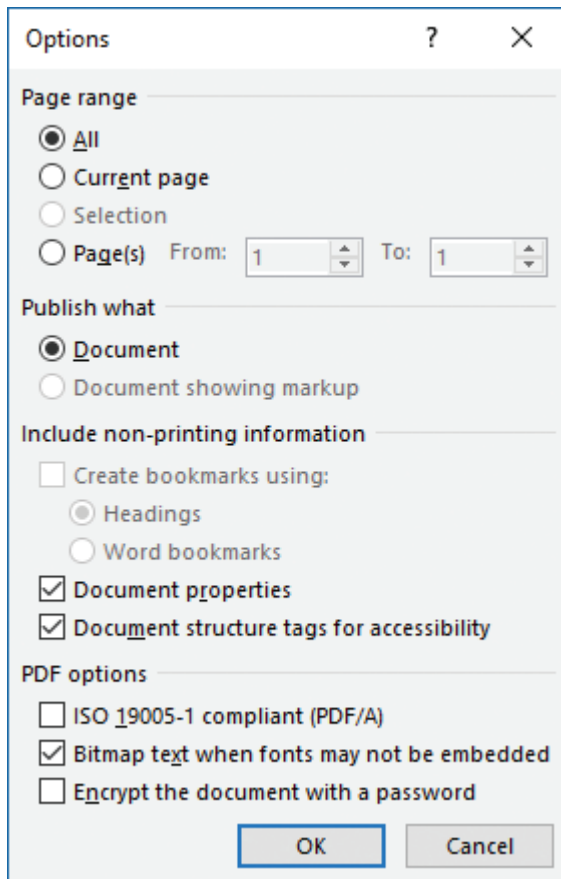


*You can navigate through storage locations on the Save As page or in the Save As dialog box*

- On the **Export** page of the Backstage view, click **Change File Type**, click the file type you want, and then click **Save As**.

### To save a file in an alternative file format with the default settings

- On the **Save As** page of the Backstage view, in the file type list at the top of the right column, click the format you want. Then click the **Save** button.
- In the **Save As** dialog box, in the **Save as type** list, click the format you want, and then click **Save**.
- On the **Export** page of the Backstage view, click **Change File Type**, click the file type you want, and click **Save As**. Then in the **Save As** dialog box that opens, click **Save**.



*You can specify compliance standards when saving a document as a PDF file*

### To save a file in PDF or XPS format with custom settings

1. On the **Export** page of the Backstage view, click **Create PDF/XPS Document**, and then click the **Create PDF/XPS** button.
2. In the **Publish as PDF or XPS** dialog box, click **Options**.
3. In the **Options** dialog box, select the options you want for the PDF or XPS file, and then click **OK**.

Or

1. Open the **Save As** dialog box. In the **Save as type** list, click either **PDF** or **XPS Document**.
2. In the **Save As** dialog box, click **Options**.
3. In the **Options** dialog box, select the options you want for the PDF or XPS file, and then click **OK**.

Exam Strategy If Adobe Acrobat is installed on your computer, that program adds a custom Acrobat tab to the ribbon and a Save As Adobe PDF page to the Backstage view. When demonstrating the ability to perform tasks during the Microsoft Office Specialist exam, you can use only the functionality built in to Word, which this book describes.

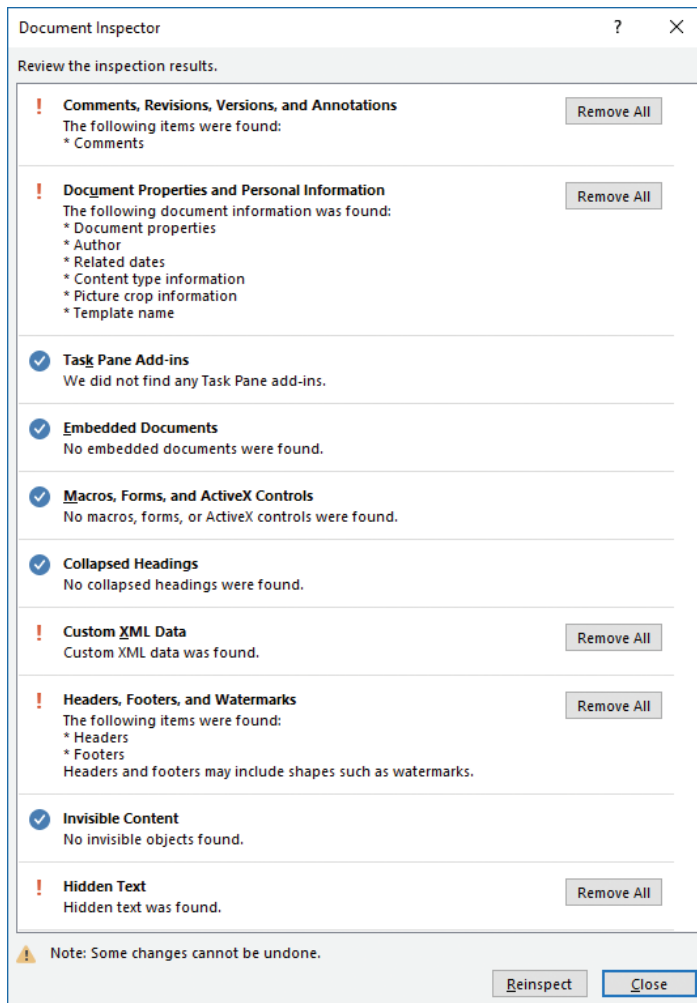
## Inspect documents for issues

Word includes three tools that you can use to inspect a document for possible problems before you distribute it electronically (as a file): The Document Inspector, the Accessibility Checker, and the Compatibility Checker.

The Document Inspector checks for content and information that you might not want to share with readers, such as:

- Information that identifies the document authors.
- Tracked changes, comments, and ink annotations.
- Collapsed document sections and other content that is hidden or invisible.
- Page headers, footers, and watermarks.
- Macros, form controls, ActiveX controls, and embedded documents saved as part of the document or template.
- Built-in and custom document properties.
- Document version history, template name, and server properties.

The Document Inspector offers to remove content that it locates, but doesn't provide specifics. You can opt to remove or retain any category of content. There are some types of content that you might want to keep and review individually.



*The Document Inspector provides pass/fail results for each category you choose*

The Accessibility Checker identifies document elements and formatting that might be difficult for people with certain kinds of disabilities to read or for assistive devices such as screen readers to access. These issues are divided by decreasing severity into three classifications: Errors, Warnings, and Tips. In Word documents, the Accessibility Checker inspects content to ensure that it meets the criteria shown in the following table.

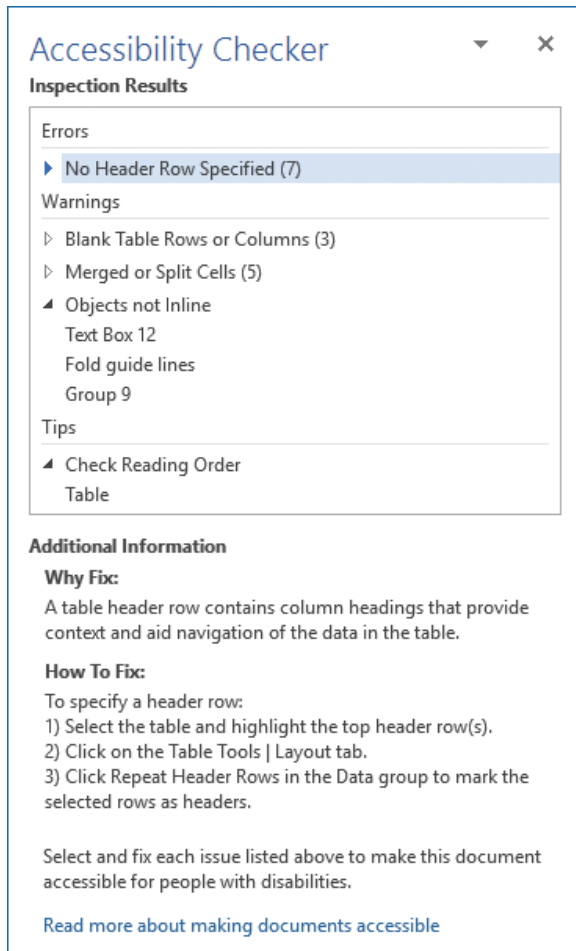
Error rules	Warning rules	Tip rules
All non-text content has alternative text Tables specify column header information Documents use heading styles	Hyperlink text is meaningful Table has a simple structure Tables don't use blank cells for formatting Avoid the use of repeated blank characters Headings are short and concise Pictures and other objects are positioned in line with text	Closed captions are included for inserted audio and video Layout tables are structured for easy navigation No image watermarks are used All headings are in the correct order

---

**See Also** For detailed information about Accessibility Checker rules, go to [support.office.microsoft.com/en-us/article/Rules-used-by-the-Accessibility-Checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1](https://support.office.microsoft.com/en-us/article/Rules-used-by-the-Accessibility-Checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1) (or go to [support.office.microsoft.com](https://support.office.microsoft.com) and search for "Accessibility Checker rules"). For more information about designing documents for accessibility, display the Accessibility Checker pane, and then at the bottom of the pane, click the Read More link at the bottom of the pane.

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From the Accessibility Checker pane, you can select any issue to display information about why it might be a problem and how to fix it. You can leave the Accessibility Checker open while you work—its contents will automatically update to indicate the current issues.



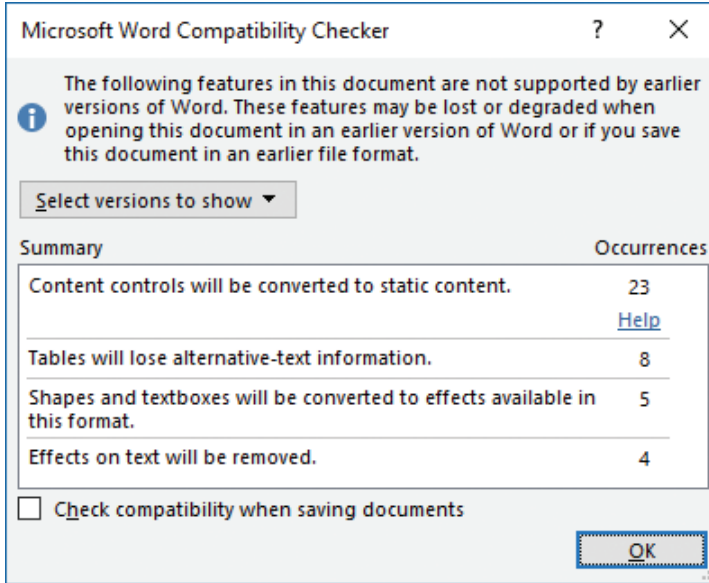
*The Accessibility Checker pane provides links directly to possible issues*

---

**Tip** After you run the Accessibility Checker, information about document content issues is also shown in the Inspect Document area of the Info page of the Backstage view.

---

The Compatibility Checker identifies formatting and features that aren't supported or won't work as expected in Word 2010 and earlier versions. Fixing these issues ensures that the appearance and functionality of the document will be consistent for all readers.



*The Compatibility Checker pane provides information about possible issues*

If you share documents with people who are using a version of Word earlier than 2007, they can install the free Microsoft Office Compatibility Pack For Word, Excel, And PowerPoint File Formats from the Microsoft Download Center at [download.microsoft.com](http://download.microsoft.com). The Compatibility Pack doesn't provide additional functionality in the older program version, but it does enable users to open .docx files in the older version of Word.

Exam Strategy After you determine that a document is ready to distribute, you can mark the document as final, so that other people know that they should not make changes to this released document. Marking a document as final is part of the objective domain for Exam 77-726, "Microsoft Word 2016 Expert."



The following table identifies Word 2016 document content features that aren't supported in earlier versions of Word.

Unsupported in Word 2010	Unsupported in Word 2007	Unsupported in Word 2003 and earlier
Headings that are collapsed by default Threaded comments and comments marked as Done Customized footnote columns Web video Apps for Office Repeating section content controls and XML mappings on rich text content controls	All features listed to the left, and: New numbering formats, shapes, text boxes, text effects, and WordArt effects Alternative text assigned to tables OpenType features Blocking authors Check box content controls	All features listed to the left, and: <ul style="list-style-type: none"> <li>▪ Themes</li> <li>▪ Major/minor fonts</li> <li>▪ Tracked moves</li> <li>▪ Alignment tabs</li> <li>▪ SmartArt graphics</li> <li>▪ Office 2007 charts</li> <li>▪ Open XML Embedded objects</li> <li>▪ Building blocks and AutoText entries</li> <li>▪ Linked bibliographies and citations</li> <li>▪ Live equations</li> <li>▪ Relative positioning of text boxes</li> </ul>

### To inspect a document for common issues

1. Save the document, and then display the **Info** page of the Backstage view.
2. In the **Inspect Document** area of the **Info** page, click the **Check for Issues** button, and then click **Inspect Document** to open the Document Inspector dialog box, which lists the items that will be checked.
3. Clear the check boxes for any groups of properties you don't want to check for, and then click **Inspect** to display a report on the presence of the properties you selected.

In addition to the basic properties that are displayed in the Properties section of the Info page, the inspector might return information on headers and footers and custom XML data.

4. Review the results, and then click the **Remove All** button for any category of information that you want to remove.

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**Tip** You can choose to retain content identified by the Document Inspector if you know that it is appropriate for distribution.

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5. In the **Document Inspector** dialog box, click **Reinspect**, and then click **Inspect** to verify the removal of the properties and other data you selected.
6. When you're satisfied with the results, close the **Document Inspector** dialog box.

### To inspect a document for accessibility issues

1. On the **Info** page of the Backstage view, click the **Check For Issues** button, and then click **Check Accessibility** to run the Accessibility Checker.
2. In the **Accessibility Checker** pane, review the inspection results and make any changes you want to the document.
3. When you are done, do either of the following:
  - Click the **X** in the upper-right corner of the **Accessibility Checker** pane to close the pane.
  - Leave the pane open to continue checking for accessibility issues as you work with the document.

### To inspect a document for compatibility issues

1. On the **Info** page of the Backstage view, click the **Check for Issues** button, and then click **Check Compatibility**. The window immediately displays any formatting or features in the document that aren't compatible with Word 97-2003, Word 2007, or Word 2010.
2. To refine the list, click **Select versions to show** and then click Word 97-2003, Word 2007, or Word 2010 to select or clear the version from the compatibility requirements. Selected versions are indicated by check marks preceding the version.

### To correct compatibility issues

1. Review the issue description and note the number of instances of the issue within the document. Some issues include a Help link to additional information.
2. Locate the named element by searching or scanning the document, and then remove or modify it to meet the compatibility requirements.
3. When you finish, click **OK** to close the Compatibility Checker.

### To maintain backward compatibility with a previous version of Word

1. When saving the document, choose the previous file format in the **Save as type** list.
2. In the **Microsoft Word Compatibility Checker** window, click **Continue** to convert the unsupported features.

## Objective 1.5 practice tasks

The practice file for these tasks is located in the **MOSWord2016\Objective1** practice file folder. The folder also contains a subfolder of result files that you can use to check your work.

- Open the **Word\_1-5** document, review its content, and then do the following:
  - Print only Section 1 of the document, with the scaling set to *2 Pages Per Sheet*.
  - 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.
  - Save a copy of the document in the practice file folder as a file named MyCompatible that is compatible with Word 2002.
  - Close the open documents, saving your changes if prompted to do so.
- From File Explorer, do the following:
  - 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.
  - 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.
  - From the **Word\_1-5\_results** subfolder, open the **MyBookmarks\_results** PDF file and **MyCompatible\_results** document. Check your work by comparing the documents with those you created.
- Close the open documents.

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## Objective group 2

# Format text, paragraphs, and sections

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The skills tested in this section of the Microsoft Office Specialist exam for Microsoft Word 2016 relate to formatting document content. Specifically, the following objectives are associated with this set of skills:

- 2.1 Insert text and paragraphs
- 2.2 Format text and paragraphs
- 2.3 Order and group text and paragraphs

Word documents are merely containers for their content. You can create content directly in the document or reuse and adapt it from other sources. The way that you present the content—by formatting its appearance and structure and by maintaining consistency—can improve the effectiveness of the document in communicating a specific message.

This chapter guides you in studying ways of inserting text, symbols, and special characters; applying font formatting; modifying paragraph indentation, spacing, and layout; applying character and paragraph styles; creating WordArt objects and structuring a document by controlling page breaks, creating independently formatted sections, and formatting content in columns.

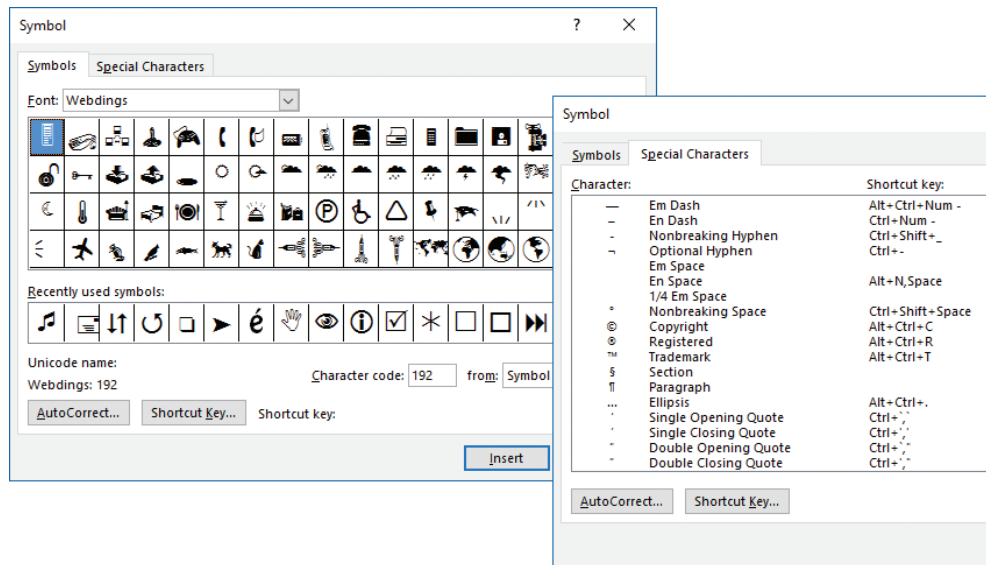
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To complete the practice tasks in this chapter, you need the practice files contained in the **MOSWord2016\Objective2** practice file folder. For more information, see “Download the practice files” in this book’s introduction.

## Objective 2.1: Insert text and paragraphs

### Insert symbols and special characters

Some documents require characters not found on a standard keyboard. These characters might include the copyright (©) or registered trademark (®) symbols, currency symbols (such as € or £), Greek letters, or letters with accent marks. Or you might want to add arrows (such as ↶ or ↷) or graphic icons (such as 🎵 or 🎸). Word gives you easy access to a huge array of symbols that you can easily insert into any document. Like graphics, symbols can add visual information or eye appeal to a document. However, they are different from graphics in that they are actually characters associated with a specific font.



*Hundreds of shapes, symbols, and icons, and special characters are available from the Symbol dialog box*

**Tip** You can insert some common symbols by using keyboard shortcuts. You can review the assigned keyboard shortcuts in the Symbol dialog box and the AutoCorrect Options dialog box.

### To insert a common symbol

- On the **Insert** tab, in the **Symbols** group, click the **Symbol** button, and then click the symbol you want to insert.
- Enter any of the following keyboard shortcuts:
  - To insert a copyright symbol, enter (c) or press **Alt+Ctrl+C**.
  - To insert a Euro symbol, enter (e).
  - To insert a registered trademark symbol, enter (r) or press **Alt+Ctrl+R**.
  - To insert a trademark symbol, enter (tm) or press **Alt+Ctrl+T**.

---

**Tip** If you turn off the **Replace Text As You Type** option in the **AutoCorrect** settings, the parenthetical code will not convert to the symbol.

---

### To insert any symbol or special character

1. On the **Insert** tab, in the **Symbols** group, click the **Symbol** button, and then click **More Symbols**.
2. In the **Symbol** dialog box, do either of the following:
  - On the **Special Characters** tab, double-click the character you want to insert.
  - On the **Symbols** tab, locate and double-click the symbol you want to insert.

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**Tip** The dialog box might be positioned in front of the cursor.

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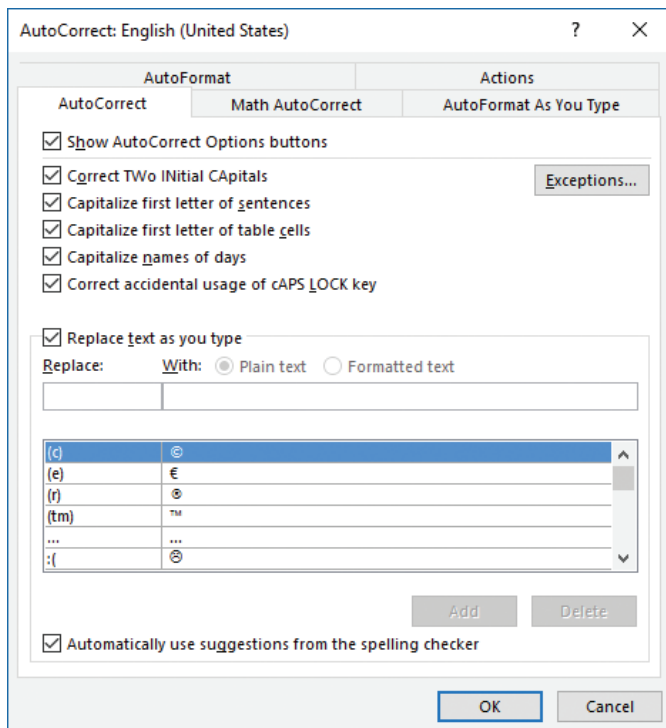
3. After you insert all the symbols you want, close the **Symbol** dialog box.

## Automatically insert text strings

The **AutoCorrect** feature corrects common spelling errors and capitalization issues. **AutoCorrect** includes a default list of frequently misspelled words and their correct spellings. It also includes text shortcuts for commonly used symbols.

In addition to using it for its standard purpose, you can use the **AutoCorrect** feature to insert text that you frequently enter in documents. Rather than entering an entire phrase, you can enter an abbreviation that isn't a standard word, and have **AutoCorrect** replace it for you. For example, you could create the text shortcut *tyfyb* for the phrase *Thank you for your business*.





Replace any text by adding it to the AutoCorrect list

### To add a text shortcut to the AutoCorrect list

1. On the **Proofing** page of the **Word Options** dialog box, click **AutoCorrect Options**.
2. On the **AutoCorrect** page of the **AutoCorrect** dialog box, enter the text shortcut you want to use in the **Replace** box.

---

**Tip** If you enter and select the text shortcut in the document before displaying the AutoCorrect dialog box, the Replace box will be prefilled with the text shortcut.

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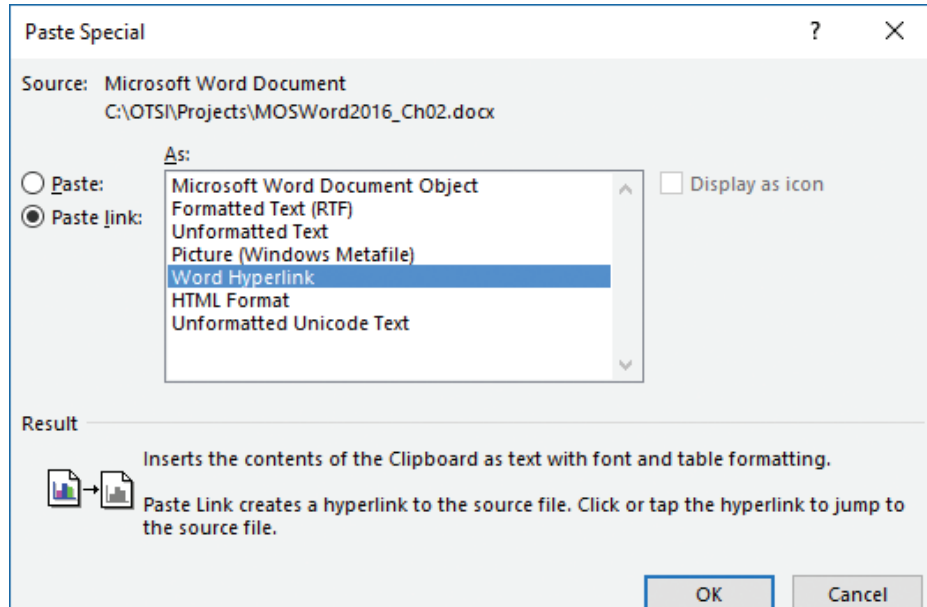
3. Enter the text with which you want AutoCorrect to replace the text shortcut in the **With** box. Click **Add**, and then click **OK**.

Exam Strategy The objective domain for Exam 77-725, “Microsoft Word 2016,” includes using the AutoCorrect feature to insert text. You can also use the AutoText function to insert text or formatted content in a document. The use of AutoText and other Quick Parts is part of the objective domain for Exam 77-726, “Microsoft Word 2016 Expert.”



You can paste cut or copied content into a document in a variety of formats by clicking Paste Special on the Paste menu. If you cut or copy a file, Microsoft PowerPoint slide, or other individual item, options to paste a linked copy of the item or of a representative icon are active. When you paste a link, you can update the linked item if the original item changes. And you can paste a hyperlink to the copied item so that you can easily jump to the original from the linked copy.

The Paste Special dialog box lists formats that are valid for the content that was most recently placed on the Clipboard. These might include such formats as Picture, Bitmap, Device Independent Bitmap, GIF, PNG, JPEG, Formatted Text, Unformatted Text, Unformatted Unicode Text, HTML, Word Document Object, Excel Worksheet Object, PowerPoint Slide Object, and Files.



*You can paste cut or copied content into a document, or paste a link to the content*

### To paste a cut or copied item or content in a different format

1. On the **Home** tab, in the **Clipboard** group, click the **Paste** arrow, and then click **Paste Special**.
2. In the **Paste Special** dialog box, do either of the following:
  - With the **Paste** option selected, in the **As** window, click the format in which you want to insert the cut or copied content.
  - Select the **Paste link** option, and then in the **As** window, click the format in which you want to insert the link.
3. If the **Display as icon** check box is active for the selected content format and you want to insert an icon instead of the content, select the check box.
4. Click **OK**.

### To update a linked copy to reflect changes to the original

- Right-click the copy, and then click **Update Link**.

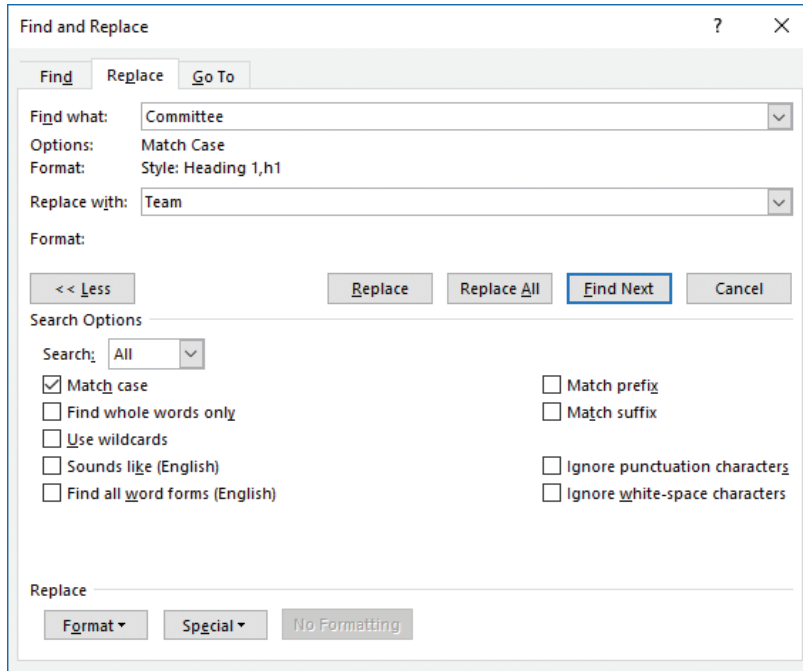
## Replace text

---

**See Also** This topic is about replacing text through a find-and-replace operation. For information about locating specific text and objects or moving directly to specific types of objects, see “Objective 1.2: Navigate through documents.”

---

When developing document content, you can ensure that the text in your documents is consistent and accurate by using the Find feature to review every occurrence of a specific word or phrase, or the Replace feature to consistently modify text, formatting, or styles. You can replace search terms with other text or special characters from the Replace tab of the Find And Replace dialog box.



*A Replace operation can replace or delete text and objects, modify formatting, and apply styles*

### To locate and replace text

1. Display the **Replace** page of the **Find and Replace** dialog box by doing any of the following:
  - In the **Navigation** pane, click the **Search for more things** arrow at the right end of the search box, and then click **Replace**.
  - On the **Home** tab, in the **Editing** group, click **Replace**.
  - Press **Ctrl+H**.

2. In the **Find what** box, specify the text or characters you want to locate by entering them directly or by selecting them from the **Special** list.

---

**See Also** For information about the Special list content, including formatting marks, breaks, wildcard characters, special characters, and objects, see "Objective 1.2: Navigate through documents."

---

3. In the **Search Options** area, select the check boxes of any applicable search options.

---

**Tip** The settings in the Search Options area apply only to the search term. They do not affect the replacement term.

---

4. With the cursor in the **Find what** box, from the **Format** list, select any formatting or styles that will specifically identify the correct search results.
5. In the **Replace with** box, enter the text or characters with which you want to replace the search term.

---

**Tip** You can't specify wildcard characters in the Replace With box. You can specify special characters. For example, you can use the Replace feature to remove blank paragraph marks from a document by replacing `^p^p` (two paragraph marks) with `^p` (one paragraph mark).

---

6. With the cursor in the **Replace with** box, from the **Format** list, select any formatting or styles that you want to apply as part of the replacement operation.
7. Click **Find Next** to find the first occurrence of the search term. Then do any of the following:
  - Click **Find Next** to find the next occurrence of the search term.
  - Click **Replace** to replace the selected occurrence with the text in the **Replace with** box and move to the next occurrence.
  - Click **Replace All** to replace all occurrences of the search term in the document without individually reviewing them.

---

**Tip** You can quickly review all instances of a search term by searching from the Navigation pane and then scrolling through the search results on the Results page of the Navigation pane.

---

## Objective 2.1 practice tasks

The practice files for these tasks are located in the **MOSWord2016\Objective2** practice file folder. The folder also contains a result file that you can use to check your work.

➤ Open the **Word\_2-1a** document and do the following:

- In the first paragraph, insert the registered trademark symbol (®) after the word *Microsoft*.
- Replace all instances of (*trademark*) in the document with the trademark symbol (™). Ensure that you replace only instances in which the word *trademark* is in parentheses, and no other version of the word.

---

**Tip** Enter the trademark symbol in the document, cut it to the Clipboard, and then choose *Clipboard Contents* as the replacement.

---

➤ Open the **Word\_2-1b** presentation in PowerPoint and do the following:

- In the left pane, click the *Slide 4* thumbnail.
- Use any technique to copy Slide 2 to the Clipboard.

➤ 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 the Clipboard.
- In the second paragraph, replace the text *<link to slide here>* with a linked copy of Slide 4, as a PowerPoint Slide Object.
- Save the document, but don't close it.

➤ 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.

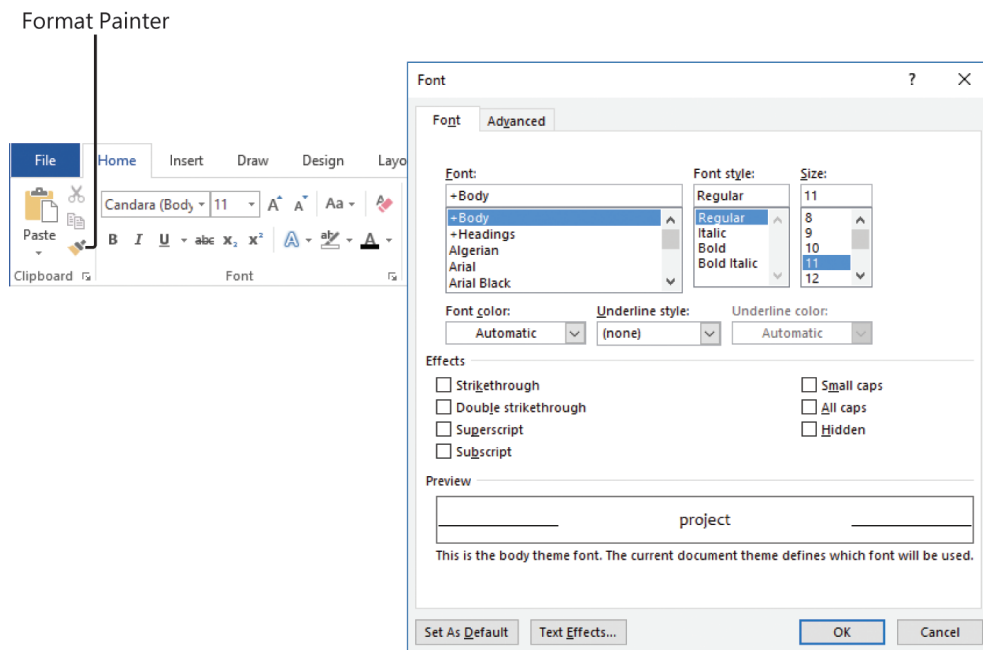
- Return to the **Word\_2-1a** document and do the following:
  - Update the link to the slide, and verify that the document displays the most recent slide content.
  - Move to the end of the document, and append the contents of the **Word\_2-1c** document.
  - Review the complete document content.
- Save the **Word\_2-1a** document.
- Open the **Word\_2-1\_results** document. Compare the two documents to check your work.
- Close the open documents.



## Objective 2.2: Format text and paragraphs

### Format text

You can apply basic font formatting to text by using the tools available in the Font group on the Home tab and in the Font dialog box. (Some font settings are also available on the Mini Toolbar that appears when you select text.)



*Tools for applying font formatting*

Exam Strategy Exam 77-725 requires you to demonstrate that you can apply local font formatting to text. You must be able to change the font, size, color, style, and effects. Ensure that you know which font formatting settings are available only in the Font dialog box.

If you apply a series of formats to a selection of text—for example, if you format a word as 14-point, bold, italic, red text—and then want to apply the same combination of formatting to other text, you can quickly do so by using the Format Painter. When using the Format Painter, you first copy existing formatting from text characters, a paragraph, or an object, and then paste the formatting to other text or objects. You can use the Format Painter to paste copied formatting only once or to remain active until you turn it off.

### To open the Font dialog box

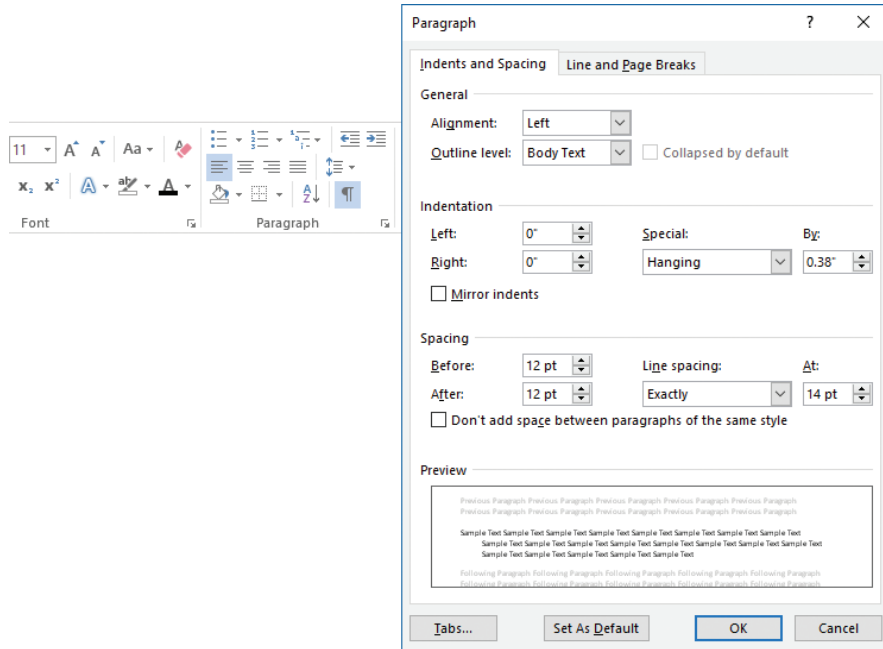
- On the **Home** tab, in the **Font** group, click the dialog box launcher.
- Right-click any document text, and then click **Font**.
- Press **Ctrl+D**.

### To copy existing formatting to other text

1. Select the text that has the formatting you want to copy.
2. On the **Mini Toolbar** or in the **Clipboard** group on the **Home** tab, click the **Format Painter** button once if you want to apply the copied formatting only once, or twice if you want to apply the copied formatting multiple times.
3. Click or select the text to which you want to apply the copied formatting.
4. If you clicked the **Format Painter** button twice, click or select additional text you want to format. Then click the **Format Painter** button again, or press the **Esc** key, to turn off the Format Painter.

## Format paragraphs

You can change paragraph attributes such as alignment, indentation, spacing, shading, and borders from the Paragraph group on the Home tab, and from the Paragraph dialog box.

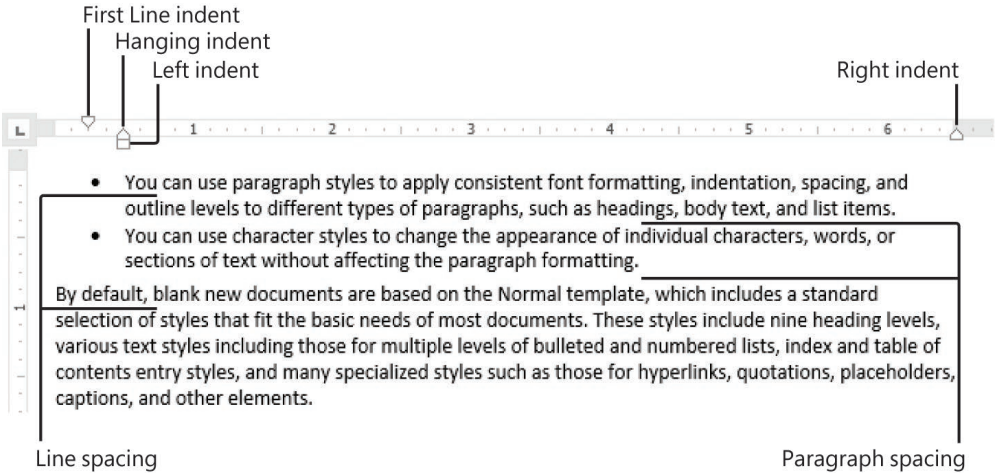


### Tools for applying paragraph formatting

You can control the position of paragraphs between the document margins by setting the paragraph indentation. You can control individual line and paragraph indentation by setting indents.

- **First Line Indent** The paragraph's first line of text begins at this setting.
- **Hanging Indent** The paragraph's second and subsequent lines of text begin at this setting.
- **Left Indent** The left side of the paragraph aligns with this setting.
- **Right Indent** The paragraph text wraps when it reaches this setting.

When the rulers are displayed, markers on the horizontal ruler indicate the individual indent settings. You can modify the indent settings on the Layout tab, in the Paragraph dialog box, or by dragging the markers on the ruler.



*Paragraph indentation and spacing*

A paragraph has two vertical spacing measurements: *line spacing* (the space between the lines within the paragraph) and *paragraph spacing* (the space before and after the paragraph).

Line spacing and paragraph spacing are initially set by the style that is applied to the paragraph. You can modify the paragraph spacing by manually formatting the paragraph, modifying the style, changing the style set, or changing the paragraph spacing setting for the entire document.

---

**See Also** For information about the Line And Page Breaks tab of the Paragraph dialog box, see "Objective 2.3: Order and group text and paragraphs."

---

### To open the Paragraph dialog box

- On the **Home** tab or **Layout** tab, click the **Paragraph** dialog box launcher.
- On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button, and then click **Line Spacing Options**.
- Right-click anywhere in a paragraph, and then click **Paragraph**.

### To set the indentation of selected paragraphs

- Open the **Paragraph** dialog box, and display the **Indents and Spacing** tab. In the **Indentation** area, specify the **Left**, **Right**, and **Special** settings. Then click **OK**.
- On the **Home** tab, in the **Paragraph** group, click the **Increase Indent** or **Decrease Indent** button to change only the left indent.
- On the **Layout** tab, in the **Paragraph** group, in the **Indent** area, specify the **Left** or **Right** settings.

---

**Tip** To increase or decrease paragraph indentation beyond the margins, specify negative **Left** and **Right** settings.

---

- On the horizontal ruler, drag the **First Line Indent**, **Hanging Indent**, **Left Indent**, and **Right Indent** markers.

### To set the spacing of selected paragraphs

- Open the **Paragraph** dialog box, and display the **Indents and Spacing** tab. In the **Spacing** area, specify the **Before**, **After**, and **Line spacing** settings. If you want to maintain the line spacing between paragraphs of the same style, select the **Don't add space between paragraphs of the same style** check box. Then click **OK**.
- On the **Layout** tab, in the **Paragraph** group, in the **Spacing** area, specify the **Before** or **After** setting.
- On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button, and then do either of the following:
  - Click **Add Space Before Paragraph**, **Remove Space Before Paragraph**, **Add Space After Paragraph**, or **Remove Space After Paragraph** to change the external spacing. (Only two options will be visible, depending on the current settings of the active paragraph.)
  - Click **1.0**, **1.15**, **1.5**, **2.0**, **2.5**, or **3.0** to select a standard line spacing.

To set paragraph spacing for an entire document

- On the **Design** tab, in the **Document Formatting** group, click **Paragraph Spacing** and then click **Default, No Paragraph Space, Compact, Tight, Open, Relaxed, or Double**.
- On the **Paragraph Spacing** menu, click **Custom Paragraph Spacing**. On the **Set Defaults** tab of the **Manage Styles** dialog box, in the **Paragraph Spacing** area, specify the **Before, After, and Line spacing** settings. Then click **OK**.

Exam Strategy You can quickly and consistently modify the spacing and indentation of all paragraphs of a specific style by modifying the style. Exam 77-725 requires that you demonstrate the manual application of paragraph formatting. Modifying and creating styles is part of the objective domain for Exam 77-726, "Microsoft Word Expert."

Apply built-in styles to text

Styles are named sets of paragraph and/or character formatting that you can use in place of manual formatting to produce a consistent look throughout a document. There are five types of styles: Character, Paragraph, Linked, Table, and List. The most common types of styles you will use are the following:

- Paragraph styles You can use these styles to apply consistent font formatting, indentation, spacing, and outline levels to different types of paragraphs, such as headings, body text, captions, quotations, and list items.

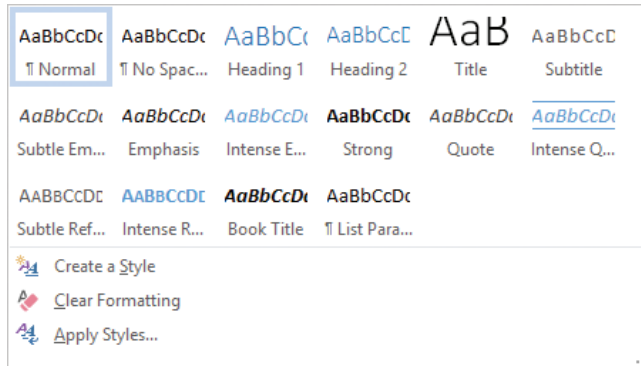
See Also Paragraph outline levels control the content of the Headings page of the Navigation pane and of Tables of Contents that you generate by using the Word feature. For information about the Navigation pane, see "Objective 1.2: Navigate through documents." For information about Tables of Contents, see "Objective 4.2: Create and manage simple references."

- Character styles You can use these styles to change the appearance of individual characters, words, or sections of text without affecting the paragraph formatting.

By default, blank new documents are based on the Normal template, which includes a standard selection of styles that fit the basic needs of most documents. These styles include nine heading levels, various text styles including those for multiple levels of bulleted and numbered lists, index and table of contents entry styles, and many specialized styles such as those for hyperlinks, quotations, placeholders, and captions.

You can view the available styles in several locations, including the following:

- On the Home tab of the ribbon, the Styles gallery displays samples of selected styles. Part of the Styles gallery is visible at all times in the Styles group—the number of visible styles depends on the width of your program window and screen resolution. You can scroll the gallery pane or expand it to display all the styles at once.



*The Styles gallery displaying the built-in styles*

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**Tip** Only styles that have been added to the Styles gallery appear in it; you can add, remove, and reorder the styles in the gallery to suit your needs.

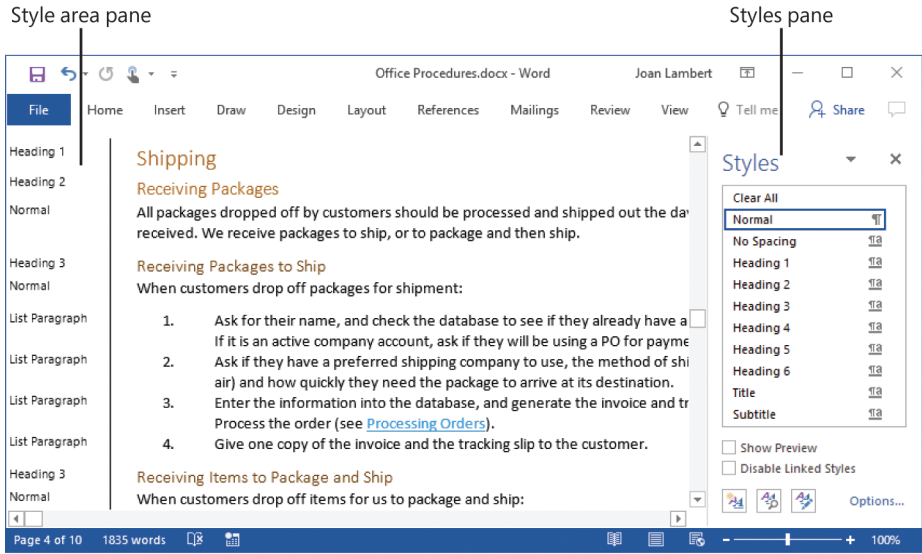
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- The Styles pane displays all the currently available styles or a subset thereof that you designate, such as only those that are currently in use. You can display or hide the Styles pane and configure it to display only style names (the default) or samples of the styles.

---

**Tip** On the right side of the Styles pane, paragraph marks indicate paragraph styles, the letter *a* identifies character styles, and a combination of the two identifies linked styles that can be applied to either paragraphs or characters. Pointing to any style displays a ScreenTip detailing the formatting included in the style.

---



You can adjust the pane widths to maximize the content area

- At the left side of a document displayed in Draft view or Outline view, the *style area pane* displays the name of the style attached to each paragraph. (It does not display character styles.) You can turn on or off the display of the style area pane.

---

See Also For information about modifying the appearance of styles by changing style sets, see "Objective 1.3: Format documents."

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To display the Styles pane in the program window

- ➔ On the Home tab, click the Styles dialog box launcher.

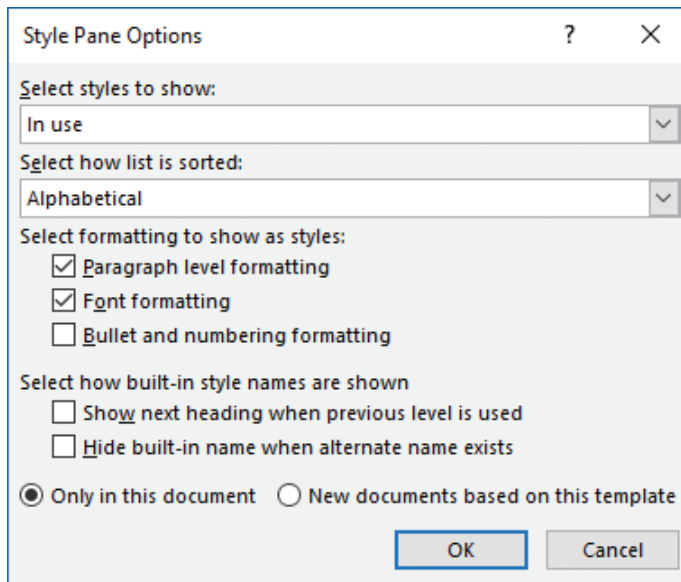
To display visual representations of styles in the Styles pane

- ➔ At the bottom of the Styles pane, select the Show Preview check box.



### To display a specific category of styles in the Styles pane

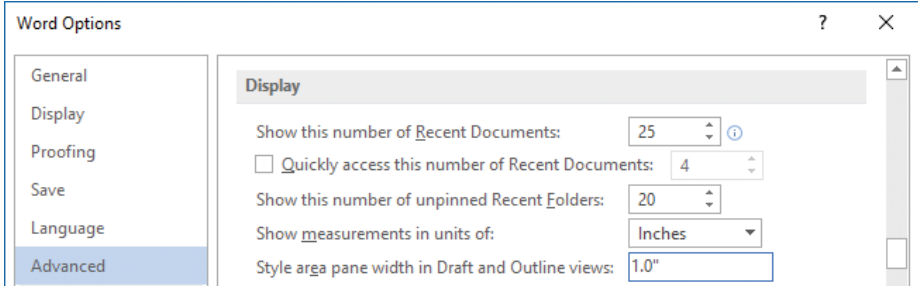
1. At the bottom of the **Styles** pane, click **Options**.
2. In the **Style Pane Options** dialog box, do the following, and then click **OK**.
  - In the **Select styles to show** list, click **Recommended**, **In use**, **In current document**, or **All styles**.
  - In the **Select how list is sorted** list, click **Alphabetical**, **As Recommended**, **Font**, **Based on**, or **By type**.
  - Select the check boxes for the types of formatting you want to show as styles.



*To display styles and style modifications, select the Paragraph Level Formatting and Font Formatting check boxes*

### To turn on or off the display of the style area pane in the Draft and Outline views

1. Open the **Word Options** dialog box, and display the **Advanced** page.
2. In the **Display** area, enter a positive number in the **Style area pane width in Draft and Outline views** box.



Word displays the style area pane only if its width is set to a measurement greater than zero



3. In the **Word Options** dialog box, click **OK**.

**To display the style area pane in a document**

1. Display the document in Draft view or Outline view.
2. If necessary, turn on the display of the style area pane.

**To apply a character style**

1. Select the text you want to format, or position the cursor anywhere in a single word you want to format.
2. In the **Styles** pane or **Styles** gallery, click the character style you want to apply.

**To apply a paragraph style**

1. Select or position the cursor anywhere in the paragraph you want to format.
2. In the **Styles** pane or **Styles** gallery, click the paragraph style you want to apply.

**To modify the content of the Styles gallery**

- ➔ To add a style to the **Styles** gallery, right-click the style in the **Styles** pane, and then click **Add to Style Gallery**.
- ➔ To remove a style from the **Styles** gallery, right-click the style in the **Styles** pane or **Styles** gallery, and then click **Remove from Style Gallery**.

Exam Strategy Exam 77-725 requires you to demonstrate the ability to apply existing styles. Modifying existing styles and creating new styles are part of the objective domain for Exam 77-726, "Microsoft Word 2016 Expert."

## Create WordArt objects

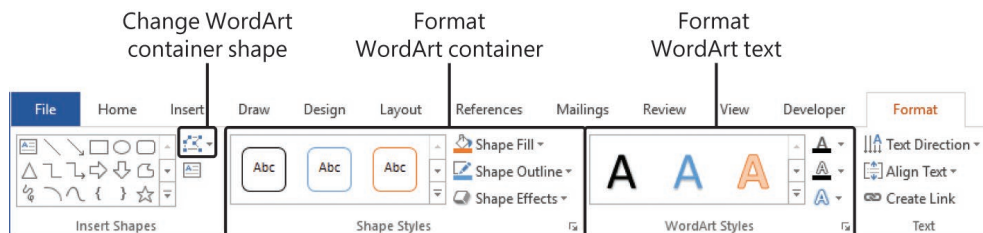
WordArt has been a part of Word for many years. In older versions of Word, you could create specialized text objects that had set combinations of effects applied to them. In Word 2016, you can apply text effects directly to text, or if you want the flexibility of positioning the text anywhere on the page, you can create WordArt objects that have the same text effects applied. These effects can include outlines, fills, shadows, reflections, glow effects, beveled edges, and three-dimensional rotation. You can modify the effects whether they are applied directly to text or to WordArt objects.

You create independent WordArt Objects from the Text group on the Insert tab. When creating a WordArt object, you start by choosing one of the 15 built-in WordArt styles. Word attaches the WordArt object to the active paragraph. Thereafter, you can position the WordArt object independently of the document text.



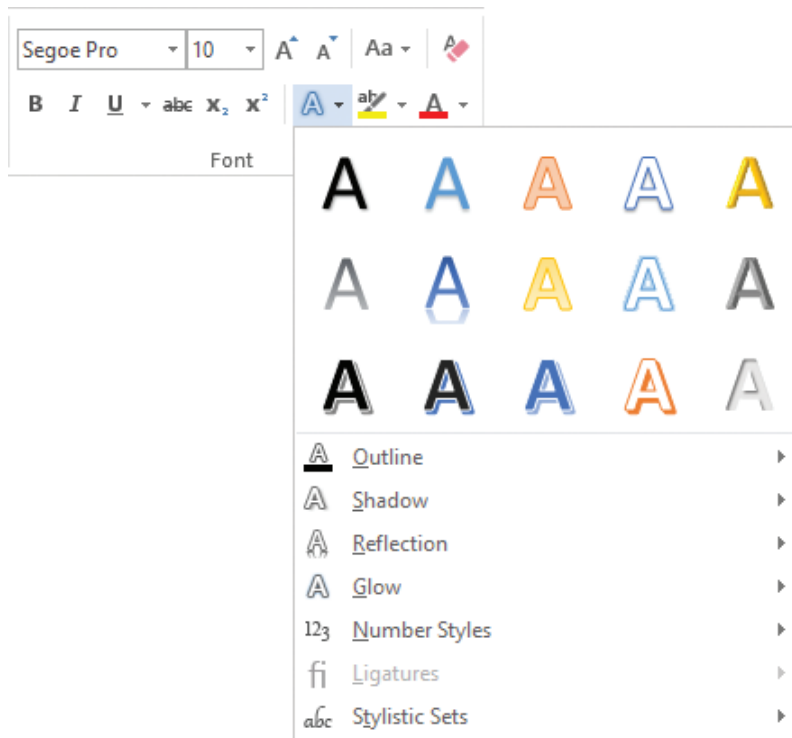
*WordArt differs from text effects in that it is an independent object within the document*

After you create a WordArt object (and any time you select it thereafter), the WordArt tool tab appears on the ribbon. From the WordArt tool tab, you can modify the text effects of the WordArt, format the object background (its container), and also set its position, text wrapping, and other qualities just as you would with an image, text box, or other object.



*You can format the WordArt text and the object container*

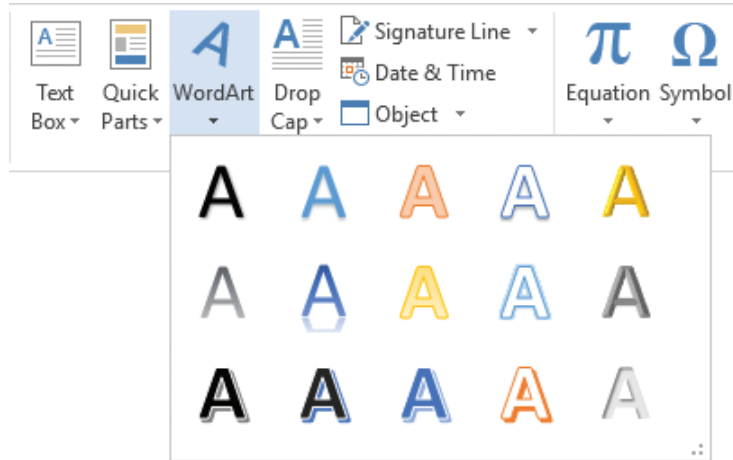
If you want to simply apply text effects directly to text, you do so from the Text Effects And Typography menu that is available from the Font group on the Home tab. You can apply a preset combination or set each effect independently.



*You apply text effects just as you would other font formatting*

### To create a WordArt object

- Do either of the following:
  - If you want to create a WordArt object from existing text, select the text.
  - Position the cursor in the paragraph you want to attach the object to.
- On the **Insert** tab, in the **Text** group, click the **WordArt** button. Then in the **WordArt** gallery, click the WordArt style you want to create.



*The 15 built-in WordArt styles*

---

**Tip** The color scheme of the built-in WordArt styles is provided by the document theme. If you change the theme or color set, your WordArt and other document elements remain coordinated.

---

3. If you didn't select text in step 1, replace the placeholder text in the WordArt object.

### To format the WordArt text

1. Select the WordArt object and click the **Format** tool tab if it isn't active.
2. On the **Format** tool tab, In the **WordArt Styles** group, do any of the following:
  - In the **WordArt Quick Styles** gallery, click the built-in style you want to apply.
  - From the **Text Fill** menu, select the color you want to apply to the text.
  - On the **Text Outline** menu, do any of the following:
    - Select the color you want to apply to the text outline.
    - Click **Weight**, and then click the outline weight (thickness) you want.
    - Click **Dashes**, and then click the outline pattern you want.
  - On the **Text Effects** menu, click any of the following, and then click the setting you want to apply to the WordArt text:
    - Shadow
    - Glow
    - 3-D Rotation
    - Reflection
    - Bevel
    - Transform

### To change the direction of the WordArt text

1. Select the WordArt object and click the **Format** tool tab if it isn't active.
2. On the **Format** tool tab, in the **Text** group, click **Text Direction**, and then click **Horizontal**, **Rotate all text 90°**, or **Rotate all text 270°**.

### To format the WordArt object container

1. Select the WordArt object and click the **Format** tool tab if it isn't active.
2. On the **Format** tool tab, in the **Shape Styles** group, do any of the following:
  - In the **Shape Styles** gallery, click the built-in style that has the outline and fill combination you want to apply.
  - From the **Shape Fill** menu, select the color you want to fill the container with, or click **Picture**, **Gradient**, or **Texture**, and then select the related option you want to use.
  - On the **Shape Outline** menu, do any of the following:
    - Select the color you want to apply to the container outline.
    - Click **Weight**, and then click the outline weight (thickness) you want.
    - Click **Dashes**, and then click the outline pattern you want.
  - On the **Shape Effects** menu, click any of the following, and then click the setting you want to apply to the WordArt text:
 

○ Preset	○ Glow	○ Bevel
○ Shadow	○ Soft Edges	○ 3-D Rotation
○ Reflection		

### To change the shape of the WordArt object container

1. Select the WordArt object and click the **Format** tool tab if it isn't active.
2. On the **Format** tool tab, in the **Insert Shapes** group, click **Edit Shape**, click **Change Shape**, and then click the shape you want the container to be.

---

**Tip** You change the location, size, position, text wrapping, and other characteristics of a WordArt object by using the same techniques as with other graphic elements.

---

## Clear formatting and styles

From time to time, you might want to remove manually applied formatting or styles from document content.

### To remove manually applied formatting

- Select the content that you want to revert to the settings of the applied styles, and then press **Ctrl+Spacebar**.

### To clear styles

- To revert selected content to the **Normal** style, do either of the following:
  - In the **Styles** pane, click **Clear All**.
  - On the **Home** tab, in the **Font** group, click the **Clear All Formatting** button.
- To revert all content of a specific style to the **Normal** style, in the **Styles** pane, point to the style you want to clear, click the arrow that appears, and then click **Clear Formatting**. The command name indicates the number of instances of the selected style that are currently applied.

### To remove highlighting from selected text

- On the **Home** tab, in the **Font** group, click the **Text Highlight Color** arrow, and then click **No Color**.

---

**Tip** The standard methods for clearing formatting don't remove highlighting.

---

## Objective 2.2 practice tasks

The practice file for these tasks is located in the **MOSWord2016\Objective2** practice file folder. The folder also contains a result file that you can use to check your work.

- ▶ Open the **Word\_2-2** document, display the Navigation pane and the Styles pane, and do the following:
  - From the Styles pane, select all paragraphs that are formatted as *Heading 3*.
  - Apply the *Heading 2* style to the selected paragraphs.
  - Apply the *Heading 1* style to the *Financial Summary* heading.
  - Use the Format Painter to copy the style from the *Financial Summary* heading to the *Financial Statements* and *Statement Notes* headings.
- ▶ Move to the beginning of the document, and do the following:
  - Set the paragraph spacing for the entire document to *Relaxed*.
  - 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.
- ▶ With the WordArt object selected, do the following.
  - Set the Text Fill color to *Brown, Text 2*.
  - Set the Text Outline color to *Orange, Accent 1*.
  - Set the Reflection effect to *Tight Reflection: Touching*.
  - Remove any Shadow, Glow, Bevel, or 3-D Rotation effects.
  - Apply the *Triangle: Down* transform (in the *Warp* category).
  - Set the width of the WordArt object to 4".
  - 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.





## Objective 2.3: Order and group text and paragraphs

---

The wording of this objective might be a bit unclear if you don't have additional information about it. The skills being tested by this objective are those related to controlling the layout of document content on pages by inserting custom page breaks, creating document sections that display content differently than the main document, and laying out the content of a document or section in columns.

2

### Define document pages and sections

When the content of a document exceeds the amount that will fit within the margins of a single page, Word creates a new page by inserting a *soft page break* (a page break that moves if the preceding content changes). If you want to break a page in a place other than where Word would normally break it, you can insert a manual page break. The content after the page break moves to the top of the next page.

---

**Tip** As you edit the content of a document, Word changes the location of the soft page breaks, but not of any manual page breaks that you insert.

---

If you want to control the page layout more specifically, you can insert a section break. Section breaks have two purposes:

- They can act as a “smart” page break and move the following content to the next page, the next even page, or the next odd page.
- They can fence off a portion of document content that you want to format differently from other content.

You divide a document into sections by inserting a section break at the beginning of each new section. (It is not necessary to have a section break at the beginning or end of a document.) You can choose from three types of section breaks:

- Continuous starts the new section on the same page
- Next Page breaks the page before beginning the new section
- Even Page begins the new section at the top of the next even-numbered page
- Odd Page begins the new section at the top of the next odd-numbered page

For each section, you can configure independent page setup options including:

- Margins
- Orientation
- Paper size
- Pages to print per sheet
- Headers and footers
- Vertical alignment
- Line numbers
- Borders
- Shading


You can also format the content within a section into columns, as discussed in the next topic of this section.

---

**See Also** For information about configuring page setup options for a document, see “Objective 1.3: Format documents.”

---

A common use of section breaks is to set off content that you want to orient vertically on a page from content that you want to orient horizontally so that a single document can include both portrait and landscape pages.



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**Proofreading.** We proofread the product at various stages of production and before final release, identifying and resolving layout issues, including stacks, widows, graphic placement, and so on.

**Indexing.** We create an index appropriate to your content and of the length you specify. We can embed the codes for index entries, subentries, ranges, and cross-references in the project's electronic files for compilation by Word or InDesign or we can create a non-embedded index by using specialized software. We review the index throughout the project to ensure that a clean index can be compiled across files. After the index for a print project is compiled, we edit it for length.

**Referencing.** For search engine-enabled products, we ensure that your content contains appropriate reference terms.

#### Book Production

**Book Design and Layout.** Our book production team can handle the cover, graphic presentation, and interior look of the book. We convert files to the appropriate format, apply styles as needed, and create any necessary front and back matter. We and your writers resolve any outstanding content layout issues before final delivery.

**Graphic Conversion and Processing.** We can convert graphic files to the appropriate medium for your chosen publication process: graphics (correct color, remove dithers, etc.) to images always look their best.

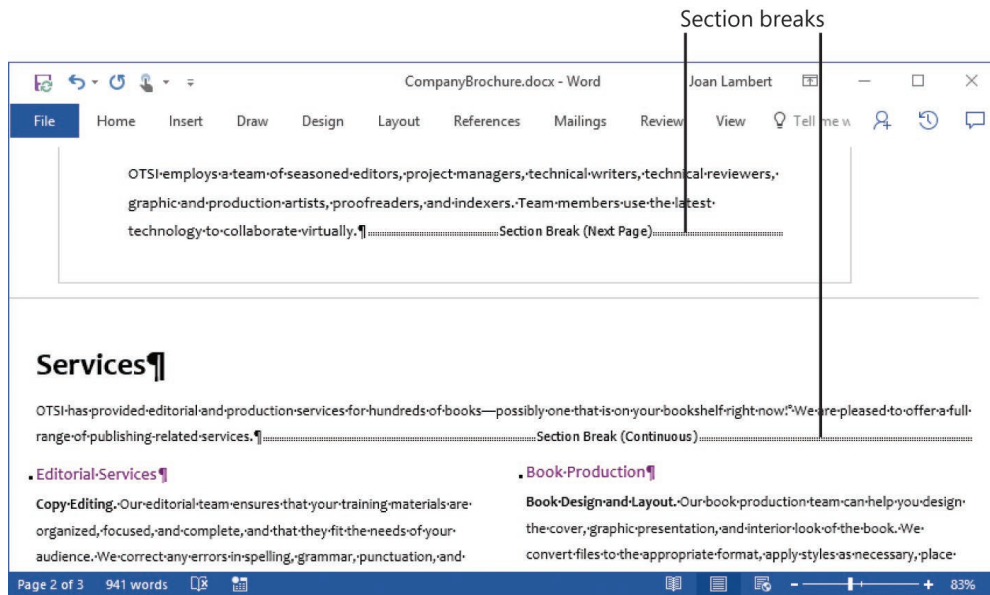
**Production Proofing.** For printed products, we proof for lay production values, including stacks, widows, graphic placement, and other elements that ensure the professional appearance of publication.

**Data Preparation and Conversion.** Our team is proficient in necessary to prepare and convert existing data from one format to another for publication. We evaluate the original file format files are consistently formatted, convert styles and formats, proof the results, and make any necessary final corrections. We provide perfectly clean files ready for print or online publication.

*By using sections, you can easily include multiple page configurations in one document*

Page and section breaks are visible in a document when paragraph and other formatting marks are shown. When working in a document that includes breaks, display the formatting marks, for two reasons: so you don't accidentally move or delete page, column, or section breaks, and so you can locate the breaks if you want to move or delete them.

When displaying formatting marks, all types of manually placed breaks are shown. Page breaks are represented by dotted lines, section breaks by double dotted lines, and column breaks by double-spaced dotted lines. Each type of break also has a text label.



*Breaks are shown with other formatting marks, as labeled dotted lines*

If you want a paragraph of text to start a new page regardless of other changes in the document content, you can configure the paragraph formatting to include a page break. When you use this method, the page break is not shown with the formatting marks.

### To insert a manual page break

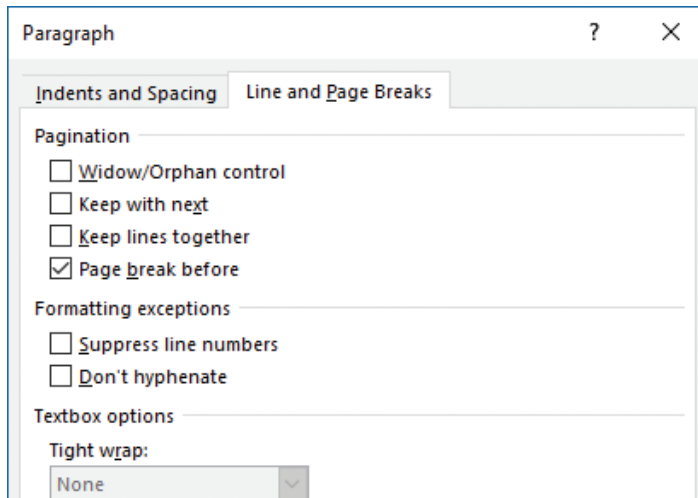
1. Position the cursor to the left of the content that you want to start the new page.
2. Do any of the following:
  - On the **Insert** tab, in the **Pages** group, click the **Page Break** button.
  - On the **Layout** tab, in the **Page Setup** group, click the **Breaks** button, and then in the list, click **Page**.
  - Press **Ctrl+Enter**.

### To open the Paragraph dialog box

- ➔ On the **Home** tab, in the **Paragraph** group, click the dialog box launcher.

### To force a page break before a specific paragraph

1. Position the cursor anywhere in the paragraph.
2. Open the **Paragraph** dialog box, and display the **Line and Page Breaks** tab.
3. In the **Pagination** area, select the **Page break before** check box. Then click **OK**.



*You can configure a page break as part of the paragraph formatting*

---

**Tip** If a page break should always appear before a specific type of paragraph, such as a heading, you can incorporate the Page Break Before setting into the paragraph's style.

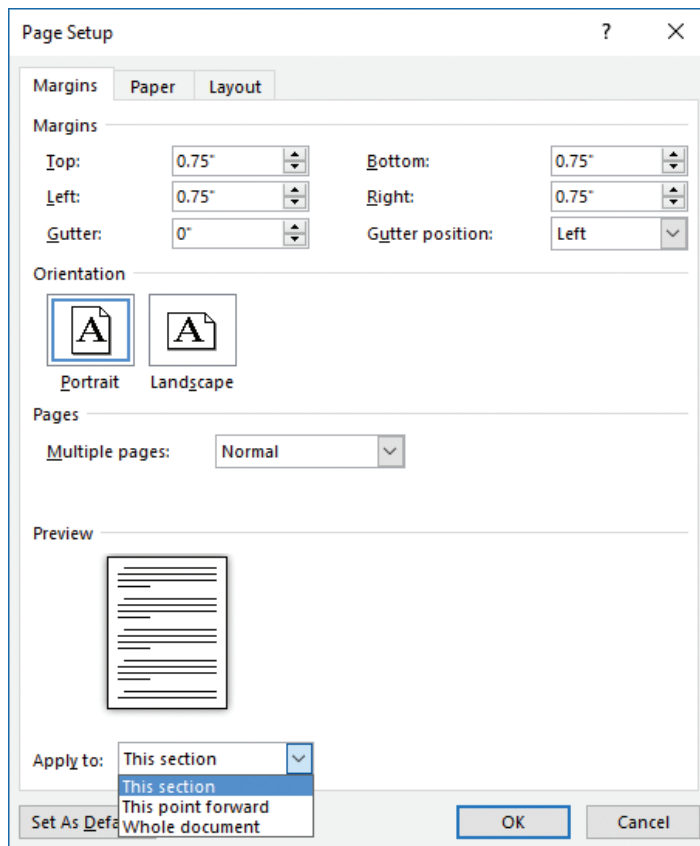
---

### To insert a section break

- On the **Layout** tab, in the **Page Setup** group, click the **Breaks** button, and then in the **Section Breaks** section, click one of the following:
- To create a section that does not affect page breaks, click **Continuous**.
  - To create a section that starts content on the next page, click **Next Page**.
  - To create a section that starts content on the next even-numbered page, click **Even Page**.
  - To create a section that starts content on the next odd-numbered page, click **Odd Page**.

## To specify different settings for a document section

- Position the cursor anywhere in the section you want to format, and then do either of the following:
  - On the **Layout** tab, in the **Page Setup** group, change the **Margins**, **Orientation**, **Size**, **Columns**, **Line Numbers**, or **Hyphenation** setting. The change will apply to the current section only.
  - Open the **Page Setup** dialog box. On the **Margins**, **Paper**, and **Layout** tabs, configure the settings that you want to change for the current section. In the **Apply to** list, click **This section**. Then click **OK**.



*This Section appears in the Apply To list only when the document contains multiple sections*

### To display formatting marks (including page, section, and column breaks)

- On the **Home** tab, in the **Paragraph** group, click the **Show/Hide ¶** button.
- Press **Ctrl+Shift+8 (Ctrl+\*)**.

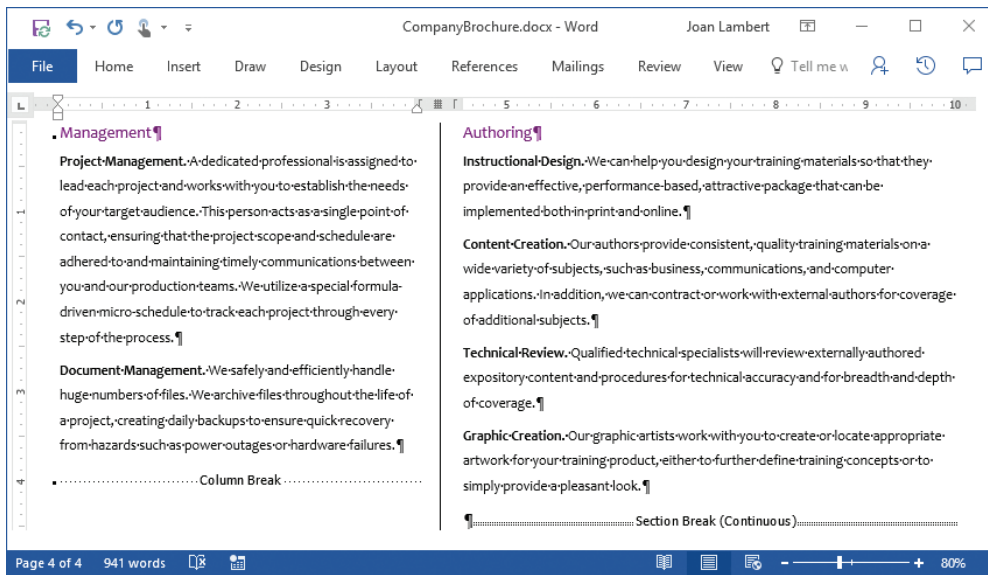
### To remove a manual page break or section break

1. Display formatting marks.
2. Do any of the following:
  - Click in the left margin to select the page break or section break paragraph.
  - Drag to select the page break or section break marker.
  - Position the cursor to the left of the page break or section break marker.
3. Press **Delete**.

## Display content in columns

By default, Word 2016 displays the content of a document in one column that spans the width of the page between the left and right margins. You can choose to display content in two or more columns to create layouts like those used in newspapers and magazines.

You can format an entire document or a section of a document in columns. When you select part of a document and format it in columns, Word inserts section breaks at the beginning and end of the selection to delineate the area in which the columnar formatting is applied. Content fills the first column on each page and then moves to the top of the next column. When all the columns on one page are full, the content moves to the next page. You can insert *column breaks* to specify where you want to end one column and start another. Section breaks and column breaks are visible when you display formatting marks in the document.



*The ruler displays the column settings, and the indent settings for the currently active column*

When dividing text into columns, you can choose one, two, or three columns of equal width or two columns of unequal width. If the standard options don't suit your needs, you can specify the number and width of columns. The number of columns is limited by the width and margins of the page. Each column must be at least a half inch (or 0.27 centimeter) wide.

When you format selected content to display columns, Word automatically inserts section breaks before and after the selected content. (If you format an entire document in columns, no section breaks are inserted.)

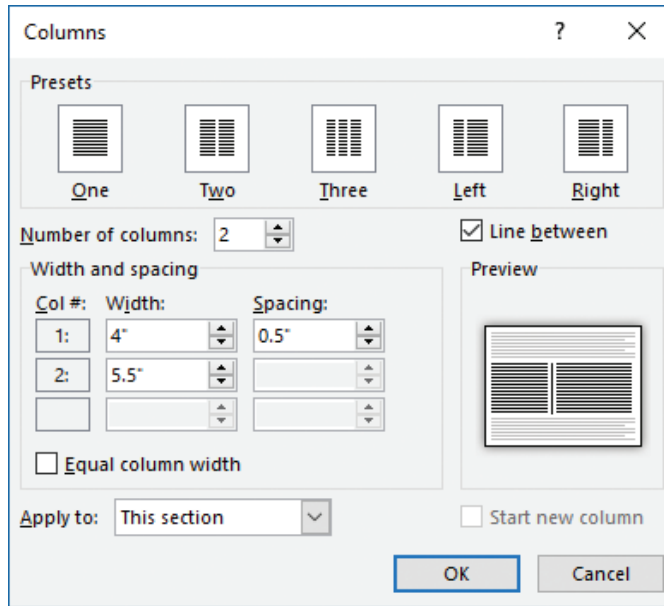


### To format all or part of a document in built-in column configurations

1. Do either of the following:
  - To format all of the document content in columns, position the cursor anywhere in the document, but do not select content.
  - To format part of the document content in columns, select the contiguous content.
2. On the **Layout** tab, in the **Page Setup** group, click the **Columns** button, and then do either of the following:
  - To format the content in columns of equal width, click **Two** or **Three** (specifying the number of columns).
  - To format the content into one narrow and one wide column, click **Left** or **Right** (specifying the location of the narrow column).

### To format content in a preset column configuration

1. Select the contiguous content you want to format in columns, or to format the entire document, position the cursor in the document without selecting content.
2. On the **Layout** tab, in the **Page Setup** group, click the **Columns** button, and then click **More Columns**.
3. In the **Columns** dialog box, do the following, and then click **OK**:
  - In the **Number of columns** box, enter or select the number of columns (up to 16) that you want to configure.
  - Clear the **Equal column width** check box.
  - In the **Width and spacing** area, set the width of each non-standard column and the space between it and the next column. Word automatically updates the width and spacing of other columns to equal the total available space.



Configure content in up to 16 columns

### To display lines between columns

- In the **Columns** dialog box, select the **Line between** check box.

### To insert a manual column break

- Position the cursor to the left of the text that you want to start the next column, and then do either of the following:
  - On the **Layout** tab, in the **Page Setup** group, click the **Breaks** button, and then click **Column**.
  - Press **Ctrl+Shift+Enter**.

### To revert content to a single column

- Position the cursor in the columnar section, and then do any of the following:
  - On the **Layout** tab, in the **Page Setup** group, click the **Columns** button, and then click **One**.
  - Open the **Columns** dialog box. In the **Presets** area, click **One**. Then click **OK**.
  - Delete the section break that defines the columnar section.

## Objective 2.3 practice tasks

The practice file for these tasks is located in the **MOSWord2016\Objective2** practice file folder. The folder also contains a result file that you can use to check your work.

- Open the **Word\_2-3** document, and do the following:
  - 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.
- Save the **Word\_2-3** document.
- Open the **Word\_2-3\_results** documents. Compare the two documents to check your work.
- Close the open documents.

## Objective group 3

# Create tables and lists

---

The skills tested in this section of the Microsoft Office Specialist exam for Microsoft Word 2016 relate to creating and modifying tables and lists. Specifically, the following objectives are associated with this set of skills:

- 3.1 Create tables
- 3.2 Modify tables
- 3.3 Create and modify lists

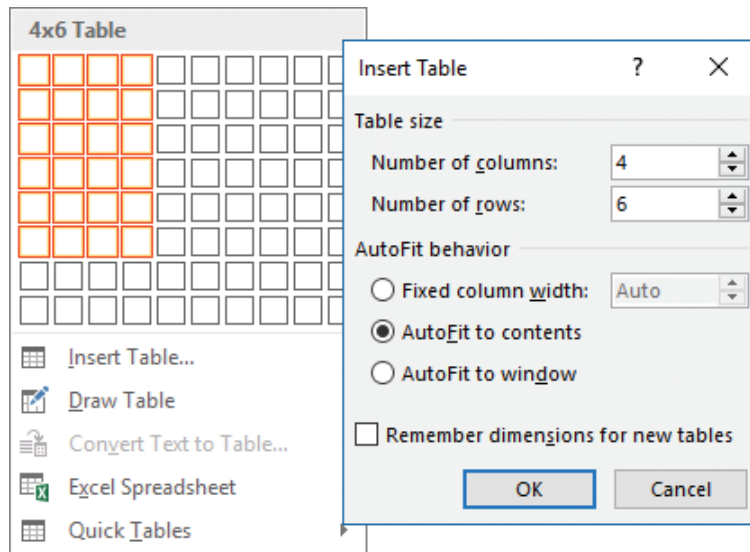
Some types of document content are easier to read when presented in a structured format; specifically, in a table or list. Tables are particularly useful for presenting numeric data, but also for organizing text. Numbered lists are an effective means of presenting information that has a specific order or for which you want to designate labels. Bulleted lists present unordered sets of information in a tidy format that is far more legible than running the information together in a long paragraph.

This chapter guides you in studying ways of creating, modifying, and formatting tables, bulleted lists, and numbered lists; and sorting table data.

---

To complete the practice tasks in this chapter, you need the practice files contained in the **MOSWord2016\Objective3** practice file folder. For more information, see “Download the practice files” in this book’s introduction.





You can select AutoFit options when creating a table or any time thereafter

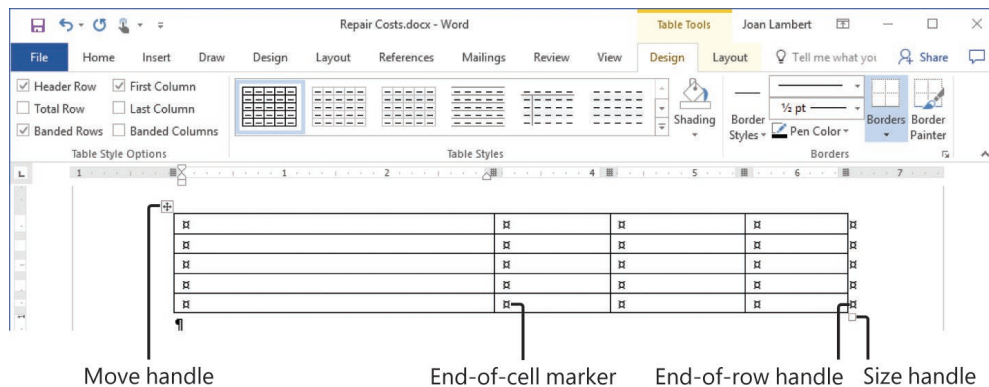
A table appears in the document as a set of cells, usually delineated by borders or gridlines. Each cell contains an end-of-cell marker, and each row ends with an end-of-row marker. These markers are visible only when hidden formatting marks are shown.

---

**Tip** Two separate elements in Word 2016 are named *gridlines*, and both can be used in association with tables. From the Show group on the View tab, you can display the *document gridlines* with which you can position content on the page. From the Table group on the Layout tool tab, you can display the *table gridlines* that define the cells of a table.

---

When you point to a table, a move handle appears in its upper-left corner and a size handle in its lower-right corner. When the cursor is in a table, two Table Tools tabs—Design and Layout—appear on the ribbon.

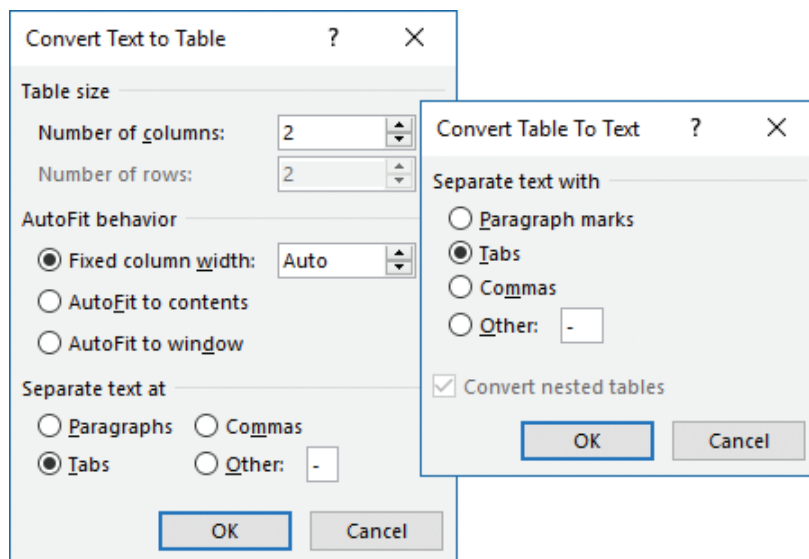


*End-of-cell and end-of-row markers are visible only when formatting marks are displayed*

**Tip** End-of-cell markers and end-of-row markers are identical in appearance, and are visible only when you display formatting marks in the document.

## Create tables from scratch or from text

Converting text to a table is particularly easy when the text has a consistent structure, such as that of a tabbed list. You can convert cell entries that are separated by tabs, commas, paragraph marks, or another single character. Similarly, you can convert any table to text that is separated by the same selection of characters.



*Consistent text separation is key when converting between text and tables*

When converting a table to text, the text separator that you choose affects the text layout.

A1	B1
A2	B2

Original table to be converted to text

A1  
B1  
A2  
B2

Converted to text with paragraph mark separators

A1      B1  
A2      B2

Tab separators

A1, B1  
A2, B2

Comma separators

A1-B1  
A2-B2

Hyphen separators

*The effects of the standard text separator options*

### To create a blank page-width table with columns of equal width

1. On the **Insert** tab, in the **Tables** group, click the **Table** button.
2. In the grid, move the pointer across and down to select the number of columns and rows you want, and then click the lower-right cell in the selection.

### To create a table and specify column fitting options

1. On the **Insert** tab, in the **Tables** group, click the **Table** button, and then click **Insert Table**.
2. In the **Insert Table** dialog box, in the **Table size** area, specify the number of columns and rows you want the table to include.
3. In the **AutoFit behavior** area, do one of the following, and then click **OK**:
  - To specify the width of the table columns, click **Fixed column width**, and then enter the width in the box.
  - To size the table columns to fit their contents, click **AutoFit to contents**. The width of the resulting table may be less than the width of the page.
  - To create a page-width table that is divided into columns of equal width, click **AutoFit to window**.



---

**See Also** After creating a table, it is common to change the size of one or more columns to fit your needs. For information about resizing columns, see “Objective 3.2: Modify tables.”

---

### To convert text to a table

1. Ensure that the text you want to convert uses a consistent method of separating the content that will go into the table cells.
2. Select the text that you want to convert.
3. On the **Insert** tab, in the **Tables** group, click the **Table** button, and then click **Convert Text to Table**.
4. In the **Convert Text to Table** dialog box, in the **Separate text at** section, click or enter the cell text separator. Word evaluates the selected text and indicates the number of rows and columns that will fit it.
5. In the **Table size** section, review the **Number of columns** entry against the selected content and adjust it as necessary.

---

**Tip** If the Number Of Columns or Number Of Rows setting doesn't seem correct, the selected text might not use consistent text separators.

---

6. Adjust the **Table size** and **AutoFit behavior** settings, select the type of text separator, and then click **OK**.

### To convert a table to text

1. Select or click anywhere in the table.
2. On the **Layout** tool tab, in the **Data** group, click **Convert to Text**.
3. In the **Convert Table To Text** dialog box, click the text separator you want to use, and then click **OK**:
  - To put each cell entry in its own paragraph, click **Paragraph marks**.
  - To put the cell entries from each row into one paragraph, do any of the following:
    - To create a tabbed list with the same number of columns as the table, click **Tabs**.
    - To put a comma and space between cell entries, click **Commas**.
    - To put any single character between cell entries, click **Other** and enter the character in the **Other** box.

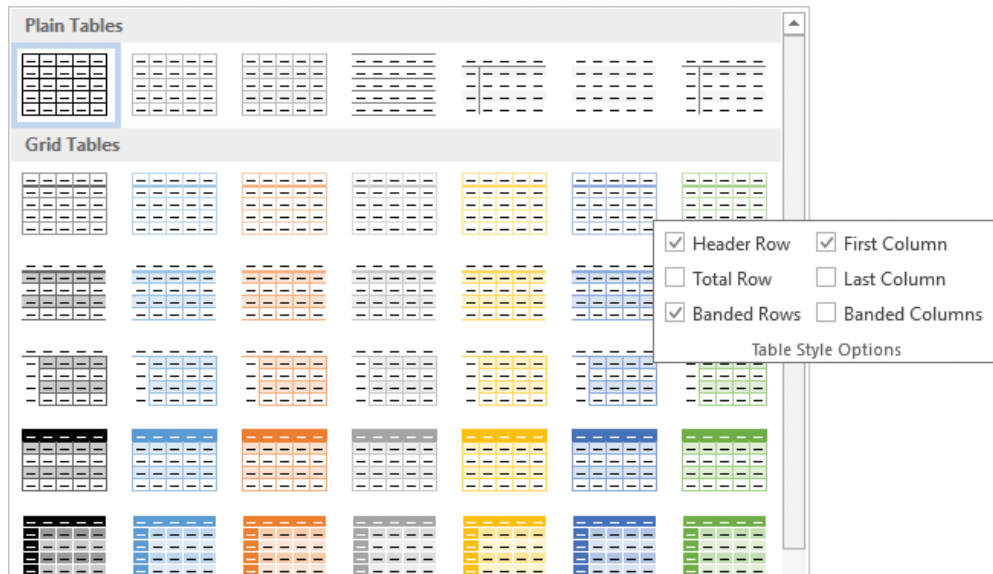
## Apply table styles

To quickly and professionally format a table, you can apply one of the built-in table styles. These include a variety of borders, shading choices, text colors, and other attributes to give the table a professional look. When formatting a table, you can choose the table elements that you want to emphasize, such as a header or total row or the first or last column, and you can format the table with banded columns or rows to make the contents more legible.

---

**Tip** When table cells aren't defined by borders or other formatting, you can display non-printing gridlines to more easily identify individual cells.

---



*Built-in table style colors are controlled by the theme colors*

### To apply a built-in table style

1. Click anywhere in the table you want to format.
2. On the **Design** tool tab, in the **Table Styles** gallery, click the built-in style you want to apply.

### To emphasize table elements

- On the **Design** tool tab, in the **Table Style Options** group, select the check boxes of the table elements you want to emphasize.

### To manually format table elements

- To shade cells, columns, or rows, select the element and then on the **Design** tool tab, in the **Table Styles** group, click the **Shading** arrow and select the color you want.
- To change the color or width of borders, on the **Design** tool tab, in the **Borders** group, select the border style, line style, line weight, and pen color you want, and then do either of the following:
  - On the **Borders** menu, click the border configuration that you want to insert with the selected settings.
  - Click the **Border Painter** button, and then click individual table borders to apply the selected settings.
- To remove selected cell borders, do either of the following:
  - Select one or more cells, rows, or columns from which you want to remove the borders. Then on the **Design** tool tab, in the **Borders** group, on the **Borders** menu, click **No Border**.
  - On the **Layout** tool tab, in the **Draw** group, click the **Eraser** button, and then click individual table borders to remove them. Click the **Eraser** button again, press **Esc**, or click away from the table to turn off the feature.

### To display or hide table gridlines

- On the **Layout** tool tab, in the **Table** group, click the **View Gridlines** button.

### To format text in tables

- Select the text and format it as you would regular text, by clicking buttons on the **Mini Toolbar** and in the **Font**, **Paragraph**, and **Quick Styles** groups on the **Home** tab.

## Objective 3.1 practice tasks

The practice file for these tasks is located in the **MOSWord2016\Objective3** practice file folder. The folder also contains a result file that you can use to check your work.

- Open the **Word\_3-1** document, and do the following:
  - 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.
- Save the **Word\_3-1** document.
- Open the **Word\_3-1\_results** document. Check your work by comparing the open documents.
- Close the open documents.

## Objective 3.2: Modify tables

### Sort table data

You can sort the data within a table by the contents of one or more table columns. Word sorts only the data rows in your table, and not the header row or Total row (if your table includes either of these options).

The screenshot shows the 'Sort' dialog box with the following settings:

- Sort by:** Name (dropdown), Type: Text (dropdown),  Ascending,  Descending, Using: Paragraphs (dropdown)
- Then by:** Price (dropdown), Type: Text (dropdown),  Ascending,  Descending, Using: Paragraphs (dropdown)
- Then by:** (empty dropdown), Type: Text (dropdown),  Ascending,  Descending, Using: Text, Number, Date (dropdown menu)
- My list has:**  Header row,  No header row
- Buttons: Options..., OK, Cancel

*You can sort the data in a table by multiple columns*

### To activate a table for editing

→ Select or click anywhere in the table.

### To sort table data

1. Activate the table for editing.
2. On the **Layout** tool tab, in the **Data** group, click the **Sort** button. The Sort dialog box opens, with the table's column headers available in the Sort By and Then By lists. If headers aren't configured in the table style options, the list entries are (Column 1), (Column 2), and so on.
3. If your table includes headers and the Sort function didn't identify them as such, click **Header row** in the **My list has** section near the bottom of the dialog box to add the headers to the Sort By and Then By lists.

4. In the **Sort by** section, select the primary column by which you want to sort the content. Verify that the **Sort** function has correctly identified the **Type** and **Using** settings, and then click **Ascending** or **Descending** to specify the sort order.
5. If you want to perform a nested sort on additional criteria, repeat step 4 in one or both of the **Then by** sections.
6. In the **Sort** dialog box, click **OK**.

Exam Strategy Create a table that contains multiple columns and many rows of data and observe the effect of sorting the table by various columns, with and without a header row, to understand the sorting process.

## Modify table structure

You can modify a table's structure at any time. The basic ways to do so are as follows:

- Insert or delete rows or columns.
- Change the height or width of the table, columns, or rows.
- Modify the alignment and spacing within cells.
- Merge multiple cells into one cell or split one cell into multiple cells.

Merged cells      Wrapped text      Insert Column control

Floor	Room	Item	Repair type	Quantity	Cost (\$)
1	Kitchen	Refrigerator gasket	Replace	2	80
	Kitchen	Refrigerator water filter	Replace	1	30
	Kitchen	Pendant lights	Replace	3	150
	Kitchen	Range hood controls	Repair	1	25
	Kitchen	Oven	Repair	1	150
	Kitchen	Dishwasher hinge	Repair	1	60
	Kitchen	Dishwasher rinse aid cap	Replace	1	12
2	Bedroom #2	Carpet (stains & bleach)	Repair	1	50
	BR#2 bathroom	Shower rail	Replace	1	45
	Hall bathroom	Shower rail	Replace	1	45
	Master bedroom	Closet ceiling	Repair	1	25
	Media room	Carpet (stains)	Repair	1	25

*Inserting a column within an existing table structure*

This topic reviews methods you can use to accomplish these tasks.



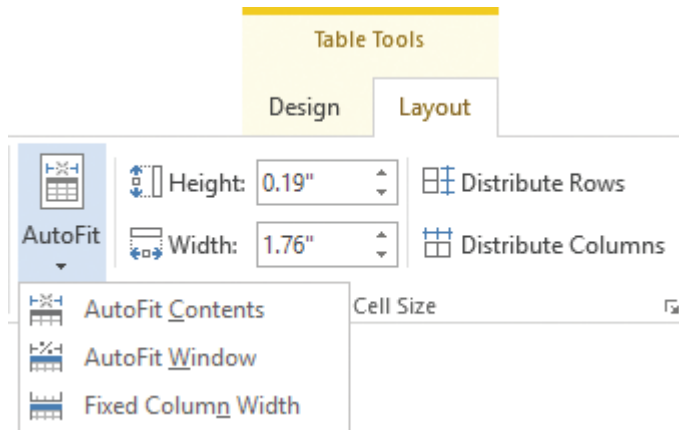
To delete a table, rows, or columns

1. Click anywhere in the table, row, or column you want to delete, or select the rows or columns you want to delete.
2. On the **Layout** tool tab, in the **Rows & Columns** group, on the **Delete** menu, click **Delete Rows**, **Delete Columns**, or **Delete Table**.

## Resize tables, rows, and columns

Some tables are the width of the page and others are narrower to fit their contents without leaving a lot of white space. You can change the dimensions of a table by changing the width of the columns or the height of the rows; you can also change the dimensions of the columns and rows by changing the width of the table.

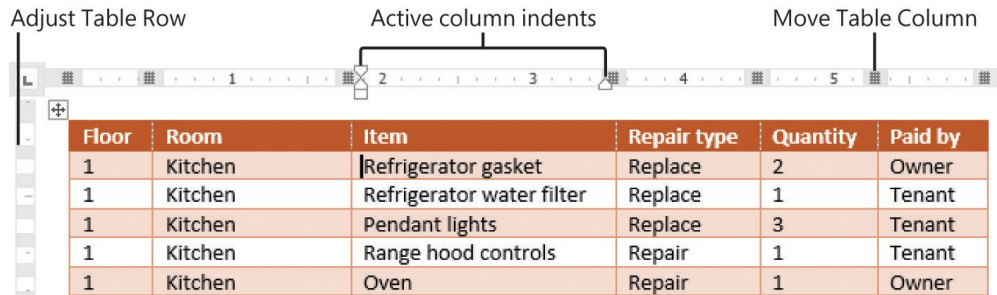
Table, row, and column size can be set in the document, on the ruler, or in the Table Properties dialog box. When working in the document, use the controls located in the Cell Size group on the Layout tool tab.



*Some of the many tools for adjusting the row height and column width*



When you display the ruler and activate a table, markers on the ruler indicate the table column and row dividers and the margin indents of the active column.



Activate any cell to display its dividers and indent markers on the rulers

See Also For information about the different types of indent markers, see "Objective 2.2: Format text and paragraphs."

## To open the Table Properties dialog box

→ Right-click anywhere in the table, and then click **Table Properties**.

Or

1. Click anywhere in the table or select any table element.
2. On the **Layout** tool tab, in the **Table** group, click the **Properties** button.

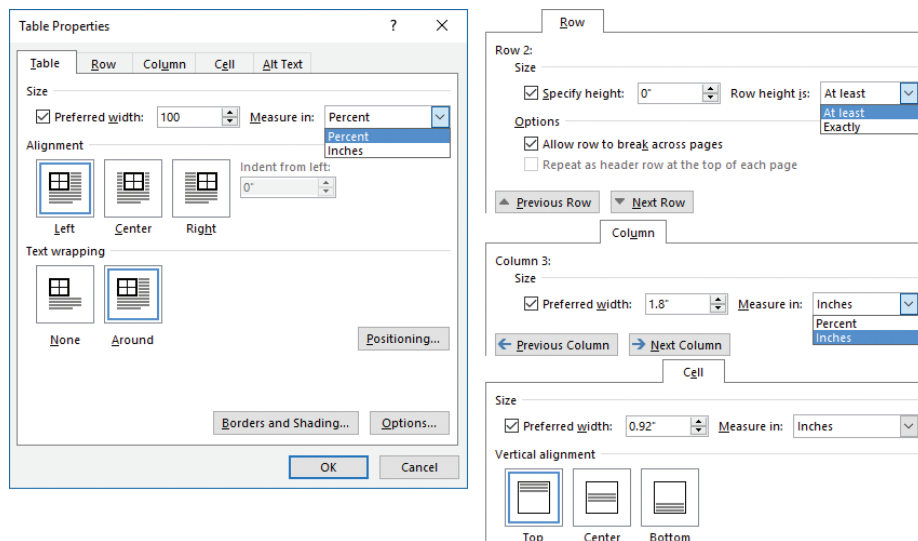


Table and column width can be set by percentage of the available space or in inches

### To modify table structure from the Table Properties dialog box

- On the **Table** tab, set the table width in inches or percentage of the page width.
- On the **Row** tab, set the height of the selected rows.
- On the **Column** tab, set the preferred width of the selected column or columns.
- On the **Cell** tab, set the width of selected cells.

### To select table elements

- Click anywhere in the table, column, row, or cell you want to select. On the **Layout** tool tab, in the **Table** group, on the **Select** menu, click **Select Cell**, **Select Column**, **Select Row**, or **Select Table**.
- To select a table, point to the table, and then click the move handle that appears outside its upper-left corner.
- To select a row, point to the left border of the row. When the pointer changes to a white, right-pointing arrow, click once.
- To select a column, point to the top border of the column. When the pointer changes to a black, down-pointing arrow, click once.
- To select a cell, triple-click the cell or click its left border.
- To select adjacent rows, columns, or cells, do either of the following:
  - Select the first row, column, or cell, hold down the **Shift** key, and then press the arrow keys.
  - Drag across the rows, columns, or cells that you want to select.
- To select non-adjacent rows, columns, or cells, select the first, hold down the **Ctrl** key, and then select the others.

### To change the size of a selected table

- Drag the size handle in the lower-right corner of the table. If you want to maintain the original aspect ratio of the table, hold down the **Shift** key while dragging the size handle.
- On the **Table** tab of the **Table Properties** dialog box, specify the table width in inches or percentage of the available page width, and then click **OK**.

---

**Tip** This book specifies measurements in inches. You can alternatively use your regional unit of measurement.

---

### To change the height of a selected row

- Drag the row's bottom border up or down.
- Drag the row's **Adjust Table Row** marker on the vertical ruler up or down.
- On the **Layout** tool tab, in the **Cell Size** group, change the **Table Row Height** setting.
- On the **Row** tab of the **Table Properties** dialog box, specify the exact or minimum row height, and then click **OK**.

---

**Tip** Setting a minimum row height enables the row height to increase when the height of cell content exceeds that measurement. You can set the row height in units such as pixels (px), but Word converts the measurement to inches when you save the changes.

---

- With multiple rows selected, click the **Distribute Rows** button in the **Cell Size** group on the **Layout** tool tab, or right-click the selection and then click **Distribute Rows Evenly**.

### To change the width of a selected column

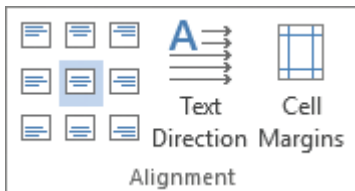
- Double-click the column's right border to set it to the narrowest width that fits its content.
- Drag the column's right border to the left or right.
- Drag the column's **Move Table Column** marker on the horizontal ruler to the left or right.
- On the **Layout** tool tab, in the **Cell Size** group, change the **Table Column Width** setting.
- On the **Column** tab of the **Table Properties** dialog box, specify the column width in inches or percentage of the table width, and then click **OK**.

### To change the width of multiple columns

- To equalize the width of contiguous columns, select the columns, and then do either of the following:
  - On the **Layout** tool tab, in the **Cell Size** group, click the **Distribute Columns** button.
  - Right-click the selection, and then click **Distribute Columns Evenly**.
- To relatively size all columns into a page-width table, activate the table, and then on the **Layout** tool tab, in the **Cell Size** group, click **AutoFit** and then **AutoFit Window**.
- To fit all columns in a table to their contents, select or click anywhere in the table, and then on the **Layout** tool tab, in the **Cell Size** group, click **AutoFit** and then **AutoFit Contents**.

### Configure cell alignment and spacing

You can specify the alignment of content within table cells not only horizontally—Left, Center, and Right—but also vertically—Top, Center, and Bottom. There are nine alignment combinations in all, available from the Design tool tab. They are visually identified in the Alignment group on the Layout tool tab.



*The alignment buttons are arranged and labeled to be easily identifiable*

---

**Tip** Many programs refer to the vertical alignment positions as Top, Middle, and Bottom. Word 2016 labels both the horizontal and vertical center-alignment positions as Center.

---

Each cell within a table has internal margins that define the amount of space within the cell that content can occupy. By default, cells have only left and right margins. You can also specify top and bottom margins if you want to ensure that content has a minimum amount of padding for readability.

<b>Shift Employee Schedule</b>				
		8:00-12:00	12:00-4:00	4:00-8:00
Monday	<b>Lead</b>	<b>Penny Lane</b>	<b>Rudy Tootie</b>	<b>Madeline Ski</b>
	Assistants	Steve Bucky	Tony	Thor
Tuesday	<b>Lead</b>	<b>Penny Lane</b>		
	Assistants	Natasha Clint		
Wednesday	<b>Lead</b>	<b>Penny Lane</b>		
	Assistants	Bernadette Amy		
Thursday	<b>Lead</b>	<b>Madeline Ski</b>		
	Assistants	Clint Bruce		
Friday	<b>Lead</b>	<b>Rudy Tootie</b>	<b>Tee Rinity</b>	<b>Joan L</b>
	Assistants	Clint Bruce	Natasha Penny	Steve Thor

Table Options ? X

Default cell margins

Top: 0" Left: 0.08"

Bottom: 0" Right: 0.08"

Default cell spacing

Allow spacing between cells 0.03"

Options

Automatically resize to fit contents

OK Cancel

*Cell margins and cell spacing affect the entire table*

---

**Tip** Cell margins affect the space available within the cell for content. Cell spacing makes the surrounding cells smaller.

---

### To configure internal and external table cell spacing

1. Activate the table.
2. On the **Layout** tool tab, in the **Alignment** group, click the **Cell Margins** button to open the Table Options dialog box.
3. In the **Table Options** dialog box, do any of the following, and then click **OK**.
  - In the **Default cell margins** section, enter or select the amount of space you want Word to leave clear of content inside of each cell.
  - In the **Default cell spacing** section, if you want to insert blank space between cells, select the **Allow spacing between cells** check box and then enter the cell spacing in the box.
  - In the **Options** section, if you want to prevent the cell size from changing with the content, clear the **Automatically resize to fit contents** check box.

## Merge and split cells

There are many circumstances in which you might want to merge the contents of two cells, either horizontally or vertically, or split one cell into multiple cells. Each of these operations changes the table from a simple grid to a more complex structure.

---

**IMPORTANT** Some operations (adding or removing columns or rows) aren't possible when part of a table has merged cells. If you need to modify a table and the operation you want to perform is restricted, revert the split or merged cells to their original form, perform the operation, and then repeat the split or merge process.

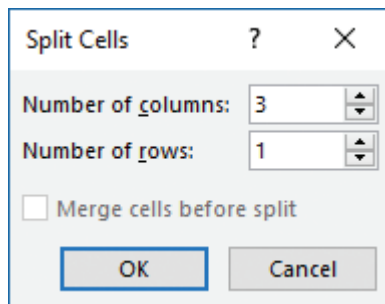
---

### To create cells that span multiple rows or columns

- Select the adjacent cells you want to connect. Then on the **Layout** tool tab, in the **Merge** group, click the **Merge Cells** button.

### To divide a selected cell into multiple cells

1. On the **Layout** tool tab, in the **Merge** group, click the **Split Cells** button.



*One cell can be split into up to 63 columns and 30 rows*

2. In the **Split Cells** dialog box, specify the number of columns and rows into which you want to divide the cell, and then click **OK**.

## Manage long tables

A table can run across multiple pages. When it does (or if it might), you can configure the table to display a copy of the header row at the top of each subsequent page. You can't select or modify the dynamic header row; any changes must be made in the actual table header. Repeating the header row helps readers of a document to more easily interpret data in multipage tables. It also allows assistive devices such as screen readers to correctly interpret the table contents.

In some cases, you might find that you want to manually split a large table into two or more tables, perhaps to move part of the data to another location in the document.

### To repeat the table header row on subsequent pages

1. Position the cursor in the table header row.
2. Do either of the following:
  - On the **Layout** tool tab, in the **Data** group, click the **Repeat Header Rows** button.
  - Open the **Table Properties** dialog box, display the **Row** tab, select the **Repeat as header row at the top of each page** check box, and then click **OK**.

---

**IMPORTANT** The Repeat Header Rows button and Repeat As Header Row option are active only when the cursor is in the header row.

---

### To split a table

1. Position the cursor anywhere in the row that you want to be the first row of the new table that Word creates when you split the original table.
2. On the **Layout** tool tab, in the **Merge** group, click the **Split Table** button.

The active row becomes the header row of the new table.

---

**Tip** If you intend to split the table in more places, do so before resetting the header so you can save time by copying the header only once and then pasting it to the new tables.

---

### To duplicate the original table header after splitting a table

1. Select and copy the original table header.
2. Position the cursor in the first cell of the new table, and then paste the copied header row.

## Objective 3.2 practice tasks

The practice file for these tasks is located in the **MOSWord2016\Objective3** practice file folder. The folder also contains a result file that you can use to check your work.

- Open the **Word\_3-2** document, and do the following:
  - In the *Customer List* section, delete the *ID* column from the table.
  - Perform a nested sort to sort the table in ascending order by *State*, then by *City*, and then by Last Name.
  - Delete all rows that contain contacts located in *Boston, MA*.
  - 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 *Header Row* formatting.
  - In the blank row, merge the cells above the *Last Name, First Name, Address, City, and State* columns into one cell. Enter Customer in the merged cell.
  - In the same row, merge the cells above the *Date* and *Time* 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 *Customer/Appointment* header row at the top of the second page.
- Save the **Word\_3-2** document.
- Open the **Word\_3-2\_results** document. Check your work by comparing the open documents. Then close the documents.

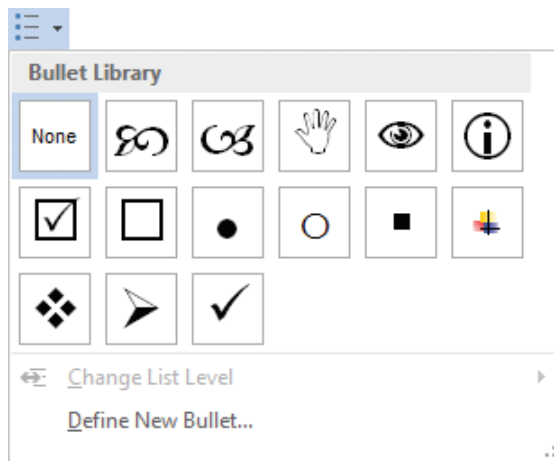




## Create and manage bulleted lists

### To create a bulleted list

1. Enter the list items as separate paragraphs, and then select the paragraphs.
2. On the **Home** tab, in the **Paragraph** group, do either of the following:
  - To use the standard bullet, click the **Bullets** button.
  - To select a bullet, click the **Bullets** arrow and then, in the **Bullet Library**, click the bullet symbol you want to display before each list item.



*The symbols in your Bullet Library include default symbols and those you've recently used in lists*

Or

1. Enter \* (an asterisk) at the beginning of a paragraph, press the **Spacebar** or the **Tab** key, enter the first list item, and then press **Enter**.
2. Enter items and press **Enter** to add subsequent bulleted items.
3. To end the list, do one of the following:
  - To start the next paragraph at the left margin, press **Enter** twice.
  - To indent the next paragraph at the same level as the list, press **Enter** and then press **Backspace** or click **None** in the Bullet Library.

---

**Tip** If you want to start a paragraph with an asterisk or number but don't want to format the paragraph as a bulleted or numbered list, click the AutoCorrect Options button that appears after Word changes the formatting, and then in the list, click the appropriate Undo option. You can also click the Undo button on the Quick Access Toolbar.

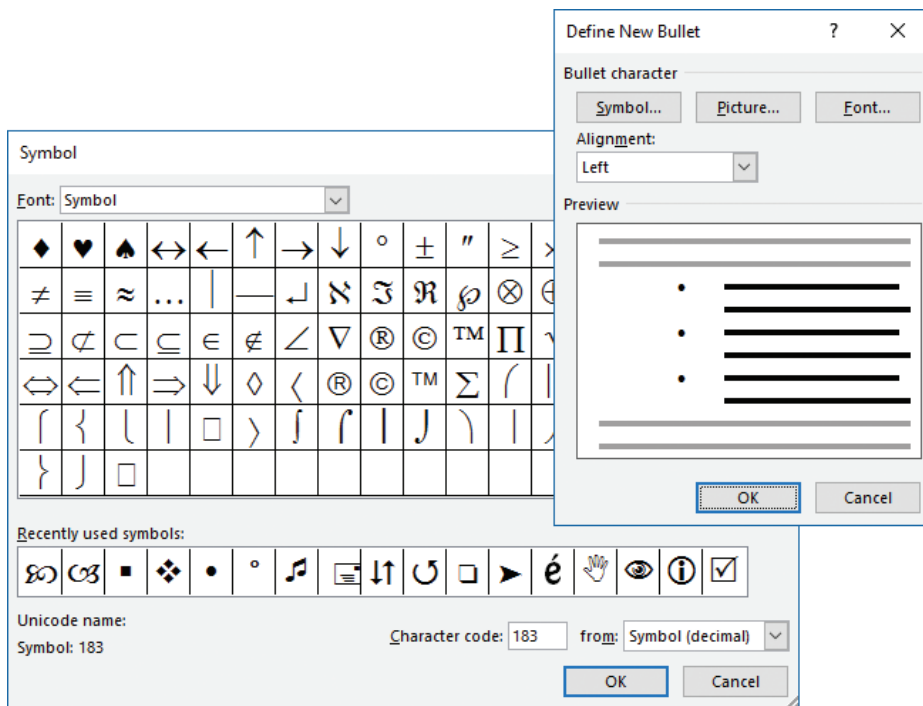
---

### To change the bullet symbol of bulleted list items

1. Select the list items you want to change the symbol for, or, to change all items in a list, click anywhere in the list.
2. On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow, and then in the **Bullet Library**, click the symbol you want to use.

### To define custom bullets

1. On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow, and then click **Define New Bullet**.
2. In the **Define New Bullet** dialog box, do one of the following, and then click **OK** to add the bullet to the Bullet Library.
  - Click the **Symbol** button. In the **Symbol** dialog box, locate and click the bullet symbol you want to use, and then click **OK**.



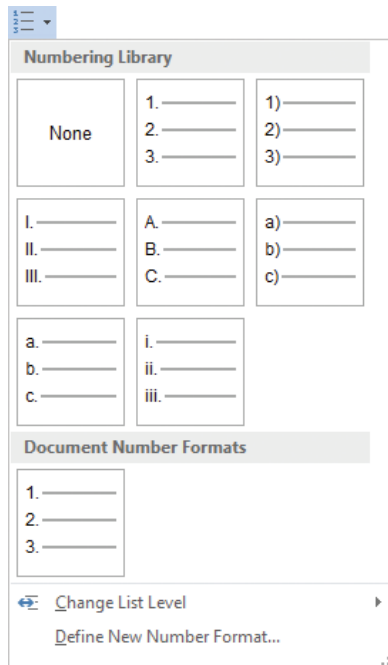
*Choose a symbol from the Symbol font or choose a different font in the Font list*

- Click the **Picture** button. In the **Insert Pictures** dialog box, locate and click the bullet graphic you want to use, and then click **OK**.
- To override the document font, click the **Font** button, select the font attributes you want in the **Font** dialog box, and then click **OK**.
- In the **Alignment** list, click **Left**, **Centered**, or **Right** to specify the bullet alignment.

## Create and manage numbered lists

### To create a numbered list

- Select the paragraphs you want to include in the list. On the **Home** tab, in the **Paragraph** group, do one of the following:
  - Click the **Numbering** button to apply the standard numbered list format.
  - Click the **Numbering** arrow and then click the numbering format you want the list to follow.



*The standard number formats include a mix of numbers and roman numerals*

Or

1. Enter **1.** (the number 1 followed by a period) at the beginning of a paragraph, press the **Spacebar** or the **Tab** key, enter the first list item, and then press **Enter**.
2. Enter items and press **Enter** to add subsequent numbered items.
3. To end the list, do one of the following:
  - To start the next paragraph at the left margin, press **Enter** twice.
  - To indent the next paragraph at the same level as the list, press **Enter** and then press **Backspace** or click **None** in the Numbering Library.

---

**Tip** The following procedure applies both to bulleted lists and to numbered lists.

---

### To change the level of an active list item

- Select the list item or items you want to change, and then do any of the following:
- Press **Tab** to demote the items or **Shift+Tab** to promote the items.
  - On the **Home** tab, in the **Paragraph** group, click the **Increase Indent** button to demote the items or the **Decrease Indent** button to promote the items.
  - On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow or the **Numbers** arrow, click **Change List Level**, and then in the **Change List Level** gallery, click the level you want.

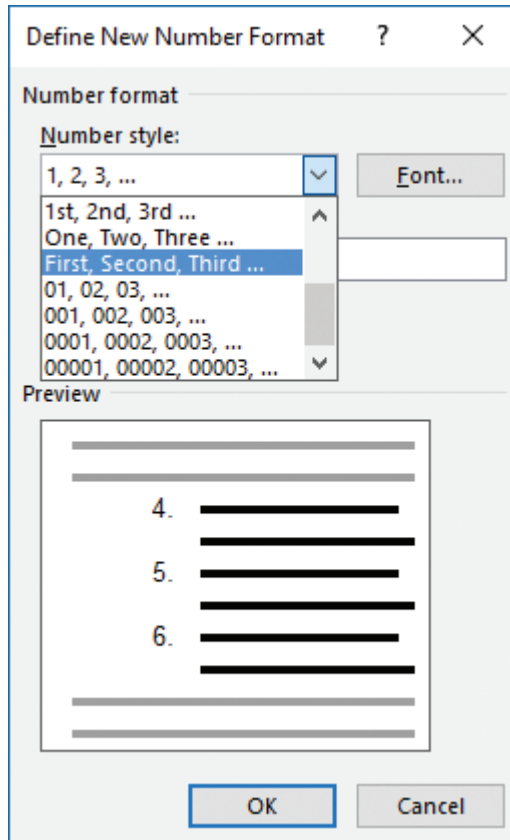
### To change the number format of numbered list items

1. Select the list items you want to format, or, to format all items in a list, click anywhere in the list.
2. On the **Home** tab, in the **Paragraph** group, click the **Numbering** arrow, and then click the number pattern you want to use.

### To define a custom number format

1. On the **Home** tab, in the **Paragraph** group, click the **Numbering** arrow, and then click **Define New Number Format**.

2. In the **Define New Number Format** dialog box, do any of the following, and then click **OK** to add the number format to the **Numbering Library** area of the **Numbering** menu:
  - In the **Number style** list, click the numbering style you want to use.



*Specify the numbering style and any unchanging characters you want to display before or after the number*

- If you want to override the document font, click the **Font** button, select the font attributes you want in the **Font** dialog box, and then click **OK**.
- In the **Number format** box, enter any characters (such as a period or the word *Level*) that you want to insert before or after the number.
- In the **Alignment** list, click **Left**, **Centered**, or **Right** to specify the number alignment.

### To restart the numbering of a numbered list

- Right-click the number of the first list item you want to change, and then click **Restart at 1**.

Or

1. Position the cursor in the list item from which you want to restart. (Subsequent list items will renumber to follow the value you set.)
2. On the **Numbering** menu, click **Set Numbering Value**.
3. In the **Set Numbering Value** dialog box, click **Start new list**, and then click **OK**.

### To continue the numbering of a numbered list

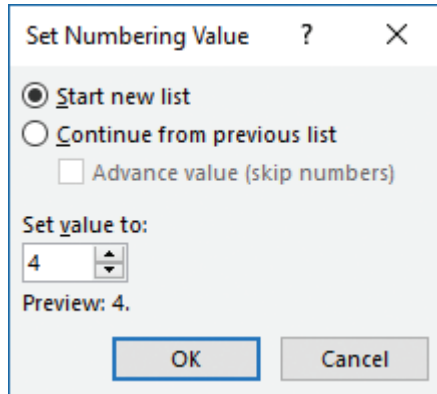
- Right-click the number of the first list item you want to change, and then click **Continue Numbering**.

Or

1. Position the cursor in the first list item you want to change.
2. On the **Numbering** menu, click **Set Numbering Value**.
3. In the **Set Numbering Value** dialog box, click **Continue from previous list**.
4. If you want to skip over numbered lists that are between the original list and the continuation, select the **Advance value** check box and then, in the **Set value to** box, enter the number you want to assign to the list item.
5. In the **Set Numbering Value** dialog box, click **OK**.

### To set the starting value for all or part of a numbered list

1. Right-click the number of the first list item you want to change, and then click **Set Numbering Value**.



*You can specify a list item number at the beginning of or within a list; the following items continue from the custom value*

2. In the **Set Numbering Value** dialog box, in the **Set value to** box, enter or select the number you want to assign to the list item. Then click **OK**.



## Objective 3.3 practice tasks

The practice file for these tasks is located in the **MOSWord2016\Objective3** practice file folder. The folder also contains a result file that you can use to check your work.

- In the **Word 3-3** document, do the following:
  - In the *Characters of a Hit Fantasy* section, format the four paragraphs as a bulleted list that uses the standard bullet character (•).
  - In the sections titled *The Hero* and *The Teacher*, format the paragraphs as bulleted lists that uses a custom bullet symbol of your choice from the Wingdings font.
  - In the *Plot Elements of a Hit Fantasy* section, format the three paragraphs as a bulleted list that uses the four-diamond character (❖).
- In the section titled *The Sequence of Events*, do the following:
  - 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 (■).
- Save the **Word\_3-3** document.
- Open the **Word\_3-3\_results** document. Check your work by comparing the open documents.
- Close the open documents.

## Objective group 4

# Create and manage references

---

The skills tested in this section of the Microsoft Office Specialist exam for Microsoft Word 2016 relate to creating references within document content. Specifically, the following objectives are associated with this set of skills:

- 4.1 Create and manage reference markers
- 4.2 Create and manage simple references

Word 2016 provides many ways of adding supporting information to a document for the purpose of referencing sources or aiding a reader in locating information.

- To introduce the document to your reader, you can gather document properties on a cover page.
- To provide ancillary information without distracting the reader from the primary document content, you can insert links to footnotes at the bottom of the page or endnotes at the end of the document.
- To help readers locate specific information in the document, you can create a table of contents based on headings; a table of figures based on equations, figure and table captions; and an index based on index entries.
- To provide information sources, you can create a bibliography based on content source citations and a table of authorities based on legal citations.

This chapter guides you in studying ways of creating footnotes, endnotes, bibliographical citations, figure and table captions, tables of contents, and cover pages.

To complete the practice tasks in this chapter, you need the practice files contained in the **MOSWord2016\Objective4** practice file folder. For more information, see “Download the practice files” in this book’s introduction.



The front office space consists of a counter with three stations, each with phones and computer terminals with high-speed connections. The lobby provides a package preparation area and bins of retail items<sup>2</sup> for customers, and a bank of mailboxes. Empty the waste receptacles in the package preparation area every night or more often as needed to ensure a neat appearance. Check and restock the retail bins throughout the day as needed.<sup>3</sup>

The office hours are from 8:00 A.M. to 9:00 P.M., Monday through Saturday. Customers who rent mailboxes have access to them 24 hours a day.

---

<sup>1</sup> The loading dock staff will check items against the packing slip and then bring the slip to the office. The office employees are responsible for entering the packing slip information into the inventory database.

<sup>2</sup> Provided retail items include envelopes, tape, and marking pens.

<sup>3</sup> Office employees are responsible for both of these activities.

*Footnotes are stacked from the bottom margin of the page upward*

A document can contain both footnotes and endnotes. The decision to position a note as a footnote or as an endnote might be governed by your organization's editorial standards, or might simply be a matter of preference. In general, if the associated note contains information that you'd like a reader to be able to immediately reference (such as supporting information), use a footnote; if the note contains information that would be more appropriate gathered with other notes in a central location (such as a source reference), use an endnote.

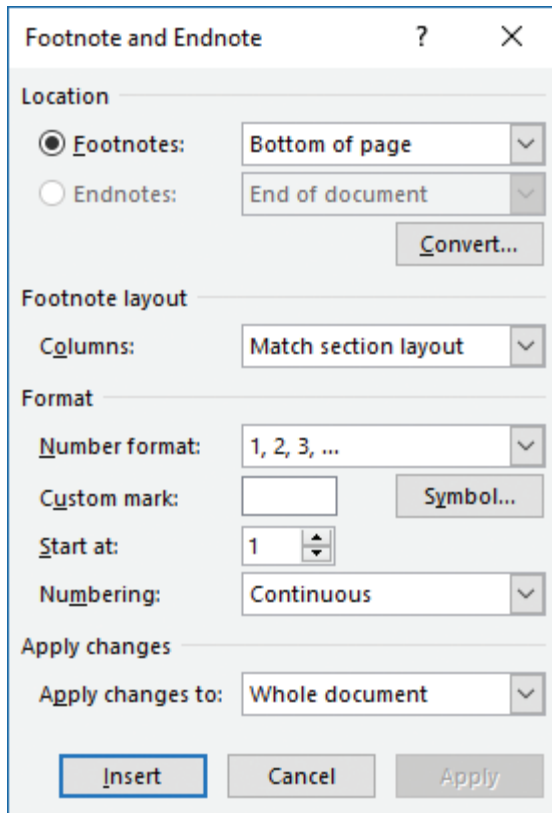
---

**Tip** When inserting notes specifically for the purpose of referencing content sources, use citations instead of endnotes or footnotes. You can then generate a bibliography from the citations. For more information, see "Create and manage bibliography citation sources" later in this objective.

---

After you insert a footnote or endnote, you can convert it to the other type of note at any time. You can convert either individual notes or all the notes in a document.

By default, footnote reference markers use the 1, 2, 3 number format, and endnote reference markers use the *i*, *ii*, *iii* number format. You can change the reference marker system used by either type of note, set the beginning reference marker, and specify the scope of the numbering change.



*You can modify footnote and endnote settings for individual documents*

The standard number formats available for both footnotes and endnotes include the following:

- 1, 2, 3, ...
- a, b, c, ...
- A, B, C, ...
- i, ii, iii, ...
- I, II, III, ...
- \*, †, ‡, §, ...

You can optionally enter a custom reference marker or select one from the Symbol dialog box.

Numbering options include Continuous, Restart Each Section, and Restart Each Page.

The formatting of reference markers and note text is based on the current document theme. As with other document content, you can also manually format reference markers and note text.

**To create a footnote or endnote**

1. Place the cursor in the location from which you want to reference the footnote or endnote.
2. On the **References** tab, in the **Footnotes** group, click the **Insert Footnote** button or the **Insert Endnote** button.
3. In the linked area at the bottom of the page or end of the document or section, enter the note text.

**To set the location of all footnotes or endnotes in a document**

1. Ensure that no footnote or endnote is currently selected.

---

**Tip** If a footnote or endnote is selected, the action applies to only the selected element.

---

2. On the **References** tab, click the **Footnotes** dialog box launcher.
3. In the **Footnote and Endnote** dialog box, do any of the following, and then click **OK**:
  - In the **Location** area, click **Footnotes** and then, in the associated list, click **Bottom of page** or **Below text**.
  - In the **Location** area, click **Endnotes** and then, in the associated list, click **End of section** or **End of document**.

**To change the type of a single footnote or endnote**

- Right-click the associated note, and then click **Convert to Endnote** or **Convert to Footnote**.

**To change the type of all footnotes or endnotes**

1. In the **Footnote and Endnote** dialog box, click the **Convert** button.
2. In the **Convert Notes** dialog box, do one of the following, and then click **OK**:
  - Select **Convert all footnotes to endnotes** to have only endnotes in the document.
  - Select **Convert all endnotes to footnotes** to have only footnotes in the document.
  - Select **Swap footnotes and endnotes** to change both types.

### To change the number format of footnotes or endnotes

1. Ensure that no footnote or endnote is currently selected.
2. In the **Location** area of the **Footnote and Endnote** dialog box, click **Footnotes** or **Endnotes** to indicate the element you want to modify.
3. In the **Format** area, in the **Number format** list, click the number format you want to use.
4. With **Whole document** shown in the **Apply changes to** box, click **Apply** to change all footnotes or endnotes to the new number format.

### To manually format all reference markers or note text

1. Do either of the following:
  - In the document text, select the reference marker for any footnote or endnote.
  - Select the text of any footnote or endnote.
2. On the **Home** tab, in the **Editing** group, click the **Select** button, and then click **Select All Text with Similar Formatting**.
3. Apply the formatting you want.

## Create and manage bibliography citation sources

Many types of documents that you create might require a bibliography that lists the sources of the information that appears or is referenced in the document.

### Bibliography

Lambert, J. (2013). *MOS 2013 Study Guide for Microsoft Word*. Microsoft Press.

Lambert, J. (2015). *Microsoft Word 2016 Step by Step* (1st ed.). USA: Microsoft Press.

Microsoft Corporation. (2016, September 4). Retrieved from Microsoft Office | Productivity Tools for Home & Office: <http://office.microsoft.com>

*Citations can include varying amounts of information*

Whether your sources are books, articles, reports, recordings, websites, interviews, or any of a dozen other types, you can record details about them and then select a common style, such as APA Style (detailed in the *Publication Manual of the American*

*Psychological Association*) or Chicago Style (detailed in the *Chicago Manual of Style*), to have Word automatically reference the sources in that style's standard format.

The screenshot shows the 'Edit Source' dialog box. At the top, 'Type of Source' is set to 'Book'. Below that, the 'Bibliography Fields for APA' section contains several text boxes: 'Author' (Lambert, Joan), 'Title' (Microsoft Word 2016 Step by Step), 'Year' (2015), 'City' (Redmond), and 'Publisher' (Microsoft Press). An 'Edit' button is next to the Author field, and a 'Corporate Author' checkbox is below it. At the bottom left, there is a 'Show All Bibliography Fields' checkbox and a 'Tag name' field containing 'Lam15'. 'OK' and 'Cancel' buttons are at the bottom right.

*The fields shown in the simple source dialog box are specific to the source type and bibliography style*

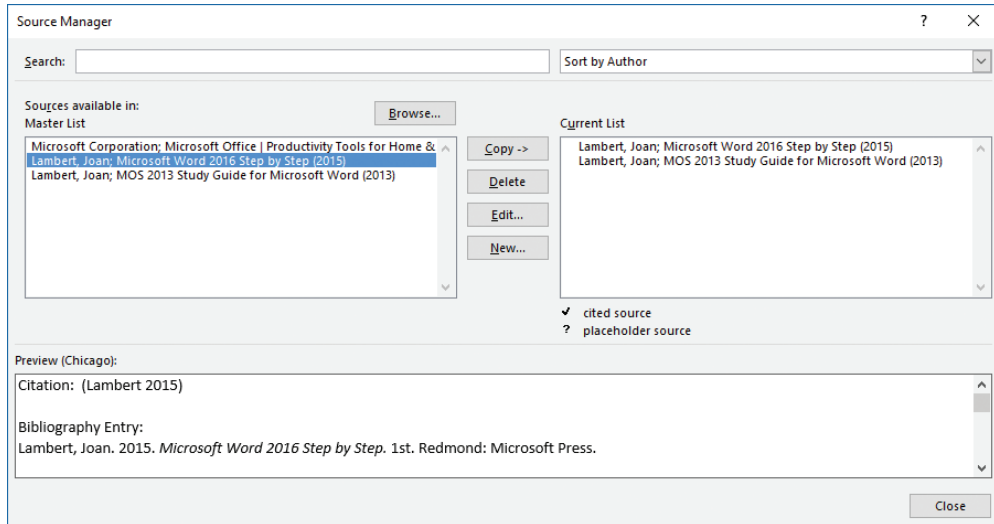
**Tip** Currently available styles include APA (Sixth Edition), Chicago (Sixteenth Edition), GB7714 (2005), GOST – Name Sort (2003), GOST – Title Sort (2003), Harvard – Anglia (2008), IEEE – First Element and Date (2006), ISO 690 – Numerical Reference (1987), ISO 690 (1987), MLA (Seventh Edition), SIST02 (2003), and Turabian (Sixth Edition).

If you know the bibliography style that will be used, you can select it to display only the fields required by that standard when creating and editing sources. If you prefer to save all available information, you can expand the individual dialog boxes to display additional fields.

When you create sources, Word stores them in a master list saved in a separate file on your computer's hard disk, so that you can cite them in any document. In the Source Manager dialog box, you can specify the sources that you want to have available to the current document. You can use the Source Manager to help you keep track of sources you use while researching a document, and to ensure that you reference them in the proper format.

Exam Strategy Exam 77-725 requires that you demonstrate the ability to work with bibliography citations. A working knowledge of legal citations is not required for either the Specialist or Expert certification in Word 2016.





Word stores a master list of sources that you can reference across multiple documents

*Citations* are embedded references to content and information sources from which you can build a reference table or document. A Word document can include two types of citations:

- Citations referencing content sources such as books, magazines, and websites, from which you can build a bibliography
- Citations referencing legal information such as regulations, cases, and statutes, from which you can build a table of authorities

At each location in a document from which you want to reference a bibliographical source, you insert a citation.

There are three ways in which you can create and cite sources:

- Provide details for all the sources, and then cite an existing source.
- Provide details for sources as you insert citations.
- Create source placeholders as you insert citations, and then modify the source information in the Source Manager dialog box.

After you enter citations in a document, you can easily compile their sources into a formatted source list, with or without a preformatted heading of *Bibliography*, *References*, or *Works Cited*.

When you compile a bibliography, Word inserts it at the cursor as one field. You can edit the text of a bibliography, but if the source information changes, it is more efficient to edit the source in the Source Manager and then update the bibliography.

---

**Tip** A bibliography includes only cited sources, and does not include source placeholders.

---

### To create a bibliography source

1. On the **References** tab, in the **Citations & Bibliography** group, select the reference style you will be using, if you know it.

---

**Tip** The default style is APA. You can retain the default if you don't have another specific preference.

---

2. In the **Citations & Bibliography** group, do either of the following:
  - Click **Insert Citation**, and then click **Add New Source**.
  - Click **Manage Sources**, and then in the **Source Manager** dialog box, click **New**.
3. In the **Create Source** dialog box displaying the recommended fields for the selected style, select the source type, do one of the following, and then click **OK**:
  - Enter the applicable information in the displayed fields.
  - To save additional information about the source, select the **Show All Bibliography Fields** check box, and then enter the information you want.

---

**Tip** In the expanded dialog box, the fields recommended for the currently selected style are indicated by red asterisks.

---

### To create a bibliography source placeholder

1. On the **References** tab, in the **Citations & Bibliography** group, click **Insert Citation**, and then click **Add New Placeholder**.
2. In the **Placeholder Name** dialog box, enter a short name for the source, and then click **OK**.

---

**Tip** A source placeholder name cannot include spaces.

---

### To modify a bibliography source placeholder

1. In the **Citations & Bibliography** group, click **Manage Sources**.
2. In the **Source Manager** dialog box, click the placeholder source (indicated by a question mark) in the **Current List** box, and then click **Edit**.
3. In the **Edit Source** dialog box, enter the information that is applicable to the source, and then click **OK** to change the source placeholder to a valid source.

### To insert a bibliography citation

1. Position the cursor after the content for which you want to cite the source.
2. In the **Citations & Bibliography** group, click **Insert Citation**, and then click the source or source placeholder.

## Insert figure and table captions

Tables, graphics, and equations—collectively referred to in this context as *figures*—can be a significant source of information within a document. In most cases, these elements appear inline, near the text that references them. Sometimes, however, it is necessary to reference these elements from other locations. To simplify this process, you can insert figure captions that label each of these elements. You can then easily insert cross-references to the captioned figures.



*Figure 1 Before purchasing a car, test drive it to ensure that it's a good fit for you*

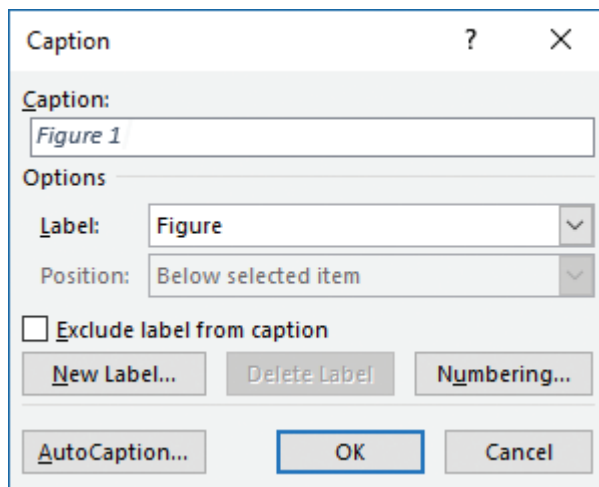
*Captions can identify figure or table content or provide ancillary information*

The standard number formats available for captions include the following:

- 1, 2, 3, ...
- a, b, c, ...
- A, B, C, ...
- i, ii, iii, ...
- I, II, III, ...

By default, captions use the 1, 2, 3 number format. You can select a different number format for each type of captioned element, if you prefer.

In the caption, the number is preceded by a label of your choice—the default options are Equation, Figure, and Table—or you can create a custom label, such as Image or Map. The number can also incorporate a reference to the current chapter.



*You can use a built-in caption label or create one specific to your document*

The number assigned to a captioned element is determined by its order in the document. If you caption an element of the same type earlier in the document, the caption numbers that follow, and references to those captions, will update automatically.

---

**Tip** The formatting of captions is controlled by the Caption style and changes with the selected document theme elements. Updating the Caption style updates the appearance of all captions.

---

### To insert and configure captions

1. Select the element you want to caption.
2. Do either of the following:
  - On the **References** tab, in the **Captions** group, click the **Insert Caption** button.
  - Right-click the element, and then click **Insert Caption**.
3. In the **Caption** dialog box, do one of the following:
  - To use an existing designator, click it in the **Label** list.
  - To create a new designator, click **New Label**. Then in the **New Label** dialog box, enter the label you want to assign to this type of element, and click **OK**.
  - To remove the label entirely and use only the number as a caption, select the **Exclude label from caption** check box.
4. In the **Position** list, click **Above selected item** or **Below selected item**.

---

**Tip** Use consistent positioning throughout a document to make it easier to read. If the **Position** list is not available, no item is currently selected.

---

5. To select a numbering scheme other than the one shown in the **Caption** box, do the following, and then click **OK**:
  - a. Click the **Numbering** button.
  - b. In the **Caption Numbering** dialog box, in the **Format** list, click the numbering format you want to use.
  - c. If you want to incorporate the chapter number or other specifically styled text in the caption, select the **Include chapter number** check box, the name of the chapter number style, and the separator you want to insert between the chapter number and element number.
4. If you want to include a description after the label, click to the right of the label and number in the **Caption** box, press the **Spacebar**, and enter the caption.
5. In the **Caption** dialog box, click **OK**.

## Objective 4.1 practice tasks

The practice file for these tasks is located in the **MOSWord2016\Objective4** practice file folder. The folder also contains a result file that you can use to check your work.

- Open the **Word\_4-1** document. In the *About the Brothers Grimm* section, do the following:
  - Immediately after the name *Jacob*, insert an endnote that says Jacob Grimm lived from 1785-1863.
  - Immediately after the name *Wilhelm*, insert an endnote that says Wilhelm Grimm lived from 1786-1859.
  - After the name *Hanau*, 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.
- Return to the beginning of the document and do the following:
  - Position the cursor at the end of the first paragraph after the *About the Brothers Grimm* 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](https://en.wikipedia.org/wiki/Brothers_Grimm). Use the *Document from Web Site* 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.

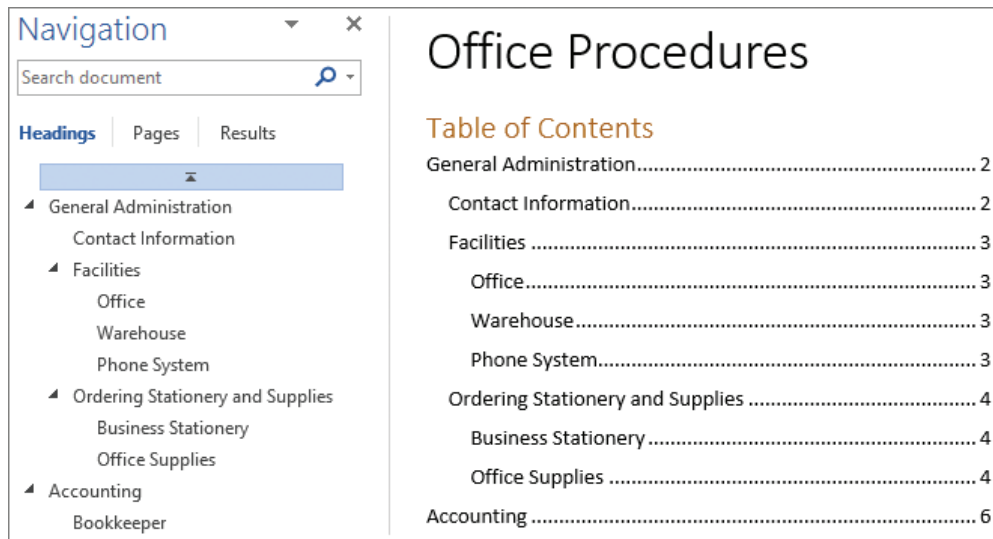
- Locate the first graphic, and do the following:
  - Caption the graphic as Figure 1. Man sleeping under apple tree, with the caption below the graphic.
  - If text from the next paragraph comes between the graphic and the caption, select the caption container and move it upward so that it clears the text.
- Locate the second graphic, and do the following:
  - Caption the graphic as Figure 2. The fox, with the caption located above the graphic.
  - Resize the caption container to remove the extra white space that blocks the graphic.
- Locate the third graphic, and do the following:
  - Caption the graphic as Figure 3. Golden bird in a cage, with the caption above the graphic.
  - Widen the caption container to fit the entire caption on one line.
  - Resize the caption container to remove the extra white space that blocks the graphic.
- Save the document.
- Open the **Word 4-1\_results** document. Check your work by comparing the open documents.
- Close the open documents.

## Objective 4.2: Create and manage simple references

### Create and manage tables of contents

A table of contents (commonly referred to as a *TOC*) after the title or cover page of a document provides a quick overview of the document's content and an easy way for readers to locate specific document sections. A table of contents is particularly useful in a long document. You can include page numbers for people reading a printed document, hyperlinks for people reading an electronic document, or both.

Word builds the table of contents from document content that is styled by using heading styles linked to outline levels. The Navigation pane displays these same headings when you're working in the document.



**Navigation**

Search document

**Headings** | Pages | Results

- General Administration
  - Contact Information
- Facilities
  - Office
  - Warehouse
  - Phone System
- Ordering Stationery and Supplies
  - Business Stationery
  - Office Supplies
- Accounting
  - Bookkeeper

**Office Procedures**

**Table of Contents**

General Administration.....	2
Contact Information.....	2
Facilities .....	3
Office.....	3
Warehouse.....	3
Phone System.....	3
Ordering Stationery and Supplies .....	4
Business Stationery.....	4
Office Supplies .....	4
Accounting .....	6

*The table of contents provides navigational guidance for readers*

Word 2016 has two built-in table of contents styles that automatically generate a TOC based on the first three heading/outline levels. You can modify the settings of either style to include from one to nine heading levels and to use page numbers, hyperlinks, or both. If you include page numbers, you can choose from a variety of page number leaders.



Exam Strategy Exam 77-725 requires that you demonstrate the ability to create a table of contents using one of the built-in styles and standard heading styles. Customizing a table of contents is part of the objective domain for Exam 77-726, "Microsoft Word Expert."

If the content or page layout of your document changes after you insert the tables of contents, you must update the table of contents to refresh the headings and page numbers.

### To create a table of contents

1. Make sure that your document contains headings that have Outline Level 1, 2, or 3 assigned to the paragraph styles. If you're using the built-in heading styles, these are the Heading 1, Heading 2, and Heading 3 styles.
2. Position the cursor where you want to insert the table of contents.

---

**Tip** If you want the table of contents to be on its own page, insert a blank paragraph to anchor the TOC and then a page break to move the following content to the next page.

---

3. On the **References** tab, in the **Table of Contents** group, click the **Table of Contents** button. In the **Built-In** section of the menu, do either of the following:
  - If you want the table of contents to begin with the heading *Contents*, click **Automatic Table 1**.
  - If you want the table of contents to begin with the heading *Table of Contents*, click **Automatic Table 2**.

---

**Tip** The table of contents is contained in one large field. When you point to it, shading appears behind the field content. You can click anywhere in the field to select it. If you click among the entries rather than in the title, a darker gray color indicates the content that will be updated.

---

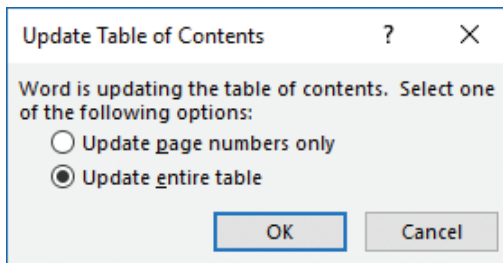
### To update a table of contents

1. Do any of the following to open the Update Table Of Contents dialog box:
  - On the **References** tab, in the **Table of Contents** group, click the **Update Table** button.
  - Right-click anywhere in the table of contents, and then click **Update Field**.
  - Click anywhere in the table of contents, and then click the **Update** button located on the right side of the command tab that appears above the table.

Table of Contents	
General Administration .....	2
Contact Information .....	2
Facilities .....	3
Office .....	3

*A dark gray color indicates the dynamic content*

- In the **Update Table of Contents** dialog box, do either of the following, and then click **OK**:
  - To update the headings and page numbers, click **Update entire table**.
  - To update the page numbers, but not the headings, click **Update page numbers only**. You might choose this command if you have manually edited a heading in the table of contents, or if you know that none of the headings have changed.



*Updating the entire table ensures that the TOC exactly matches the document*

### To change the style of a table of contents

- Do either of the following to display the Table Of Contents menu:
  - On the **References** tab, in the **Table of Contents** group, click the **Table of Contents** button.
  - Click anywhere in the table of contents, and then click the **Table of Contents** button located on the left side of the command tab that appears above the table.
- On the **Table of Contents** menu, click the table style you want.

### To delete a table of contents

1. On the **References** tab, in the **Table of Contents** group, click the **Table of Contents** button.
2. Click **Remove Table of Contents**.

## Create cover pages

Inserted at the beginning of a long document, a preformatted cover page presents information such as the document title, subtitle, author, company, date, or other information that you want to include. Word 2016 has 16 built-in cover page styles, and others are available from the Microsoft Office website. Each preformatted cover page includes graphic elements such as color blocks or images. The cover page is linked to the document theme, so the text and graphic elements match the default font set and color set of the document (even if you change them).



*Cover pages provide a professional introduction to your document*

A Word cover page differs from a standard document page in these respects:

- Word inserts the cover page at the beginning of the document regardless of the cursor location. You can't insert other pages before the cover page.
- Word doesn't include the cover page in the page numbering. The page that follows the cover page—the first page of the actual document—remains page 1.
- A document can have only one cover page; inserting a different cover page replaces the previous version.
- Most cover pages include document property fields that automatically display information such as the document title, author, and company. If the information isn't available or isn't correct, you can edit the field content, replace the field with text, or remove the field.
- Word automatically matches the cover page size and content to the page size of the document. (Most graphic elements resize gracefully.)

You can insert a cover page from any location within a document.

#### To insert a predefined cover page

1. On the **Insert** tab, in the **Pages** group, click **Cover Page** to display the gallery of built-in cover page styles.
2. Scroll the gallery to review the cover page options. At the bottom of the menu, click **More Cover Pages from Office.com** to display the additional cover page designs that are currently available.



### To remove a predefined cover page

- On the **Insert** tab, in the **Pages** group, click **Cover Page**, and then click **Remove Current Cover Page**.

Or

1. Display hidden formatting marks, and locate the page break marker behind the cover page content.
2. Drag to select from the beginning of the document through the page break marker, and then press the **Delete** key or the **Backspace** key.

---

**Tip** The page break is often hidden behind the cover page imagery and can be difficult to locate when formatting marks are hidden. It might also be helpful to decrease the page magnification (zoom out from the page) so the entire cover page is visible.

---

## Objective 4.2 practice tasks

The practice files for these tasks are located in the **MOSWord2016\Objective4** practice file folder. The folder also contains result files that you can use to check your work.

- Open the **Word\_4-2a** document, and do the following:
  - In the blank paragraph after the title (*Office Procedures*), insert a table of contents that uses the built-in *Automatic Table 1* style. Take the necessary steps to ensure that the page numbers in the table of contents are correct after the TOC is inserted.
  - In the table of contents, note the page number of the last heading (*Shipping Quick Reference*). 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.
  - Insert a cover page using the built-in style of your choice.
  - On the cover page, replace the *Document Title* property placeholder with Office Procedures. Then delete the title from the table of contents page.
  - Provide information for any of the other document properties on the cover page.
  - Verify that the page number to the right of the table of contents page is *Page 1* and the cover page is not assigned a page number.
  - Save the document.
- Open the **Word 4-2a\_results** document. Check your work by comparing the open documents. Then close the open documents.

- Open the **Word\_4-2b** document, and perform the following tasks to change the document page count and heading locations:
  - Remove the cover page.
  - Change the page size of the whole document to 5.5" x 8.5", which might be named *Statement* or *Half Letter* depending on your printer. If this page size doesn't appear in your Size list, you can create it as a custom page size.
- Return to the beginning of the document, and do the following:
  - Update the table of contents.
  - Verify that the page number of the last heading in the table of contents matches the page number of the heading.
  - Save the document.
- Open the **Word 4-2b\_results** document. Check your work by comparing the open documents.
- Close the open documents.



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## Objective group 5

# Insert and format graphic elements

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The skills tested in this section of the Microsoft Office Specialist exam for Microsoft Word 2016 relate to inserting and formatting visual elements. Specifically, the following objectives are associated with this set of skills:

- 5.1 Insert graphic elements
- 5.2 Format graphic elements
- 5.3 Insert and format SmartArt graphics

Many documents will benefit from the addition of graphic elements to reinforce concepts, grab the readers attention, or make the document more visually appealing. You can insert pictures, shapes, text boxes, and informational diagrams into a document.

This chapter guides you in studying ways of inserting and formatting simple shapes, pictures, screen images, text boxes, and complex business diagrams.

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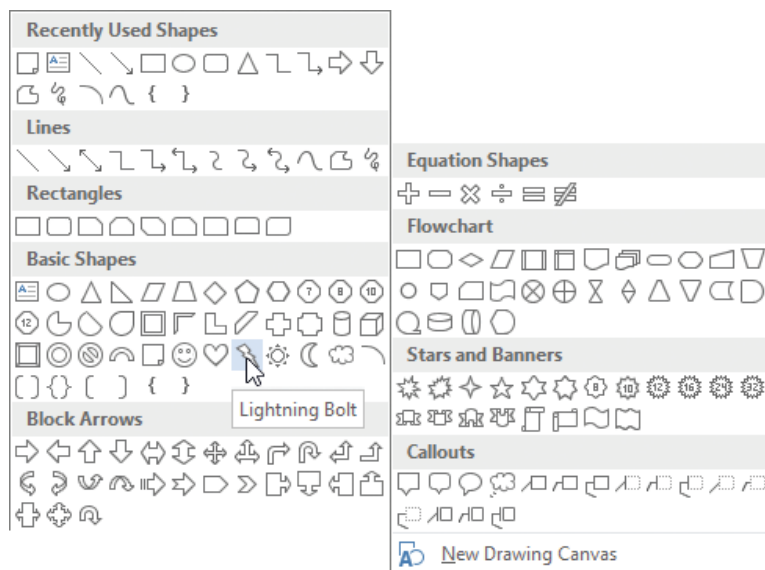
To complete the practice tasks in this chapter, you need the practice files contained in the **MOSWord2016\Objective5** practice file folder. For more information, see “Download the practice files” in this book’s introduction.

## Objective 5.1: Insert graphic elements

You can enhance the content of a document by inserting pre-built, external, or custom graphic elements. This exam objective requires you to demonstrate that you can insert shapes, pictures, screenshots, screen clippings, and text boxes. This topic provides information about inserting and initially configuring those objects. The next topic provides information about formatting the objects.

### Insert and modify shapes

If you want to add visual interest to a document but you don't need anything as fancy as a picture, you can draw a shape. Shapes can be simple, such as lines, circles, or squares; or more complex, such as stars, hearts, and arrows.



Over 150 shapes are available as starting points for a custom shape

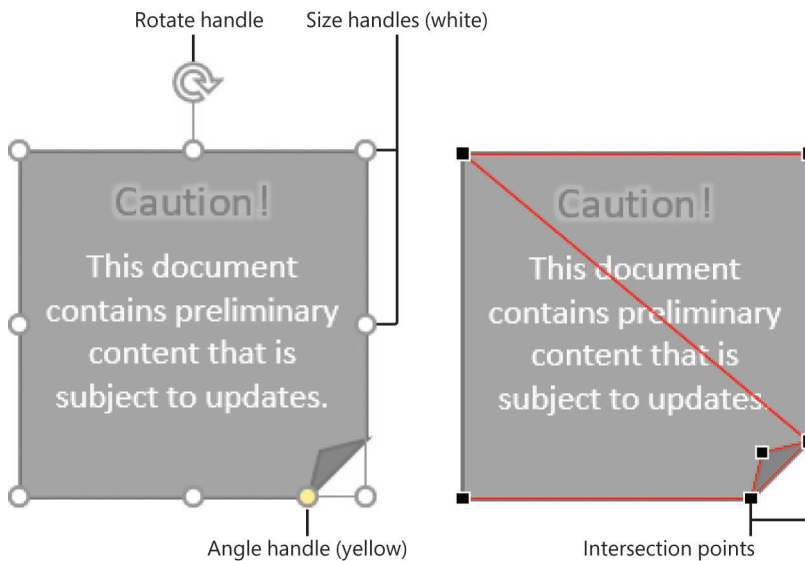
Exam Strategy If the simple shapes that are available don't quite fit your needs, you can draw multiple shapes and group them to create a more complex image. Grouping and ordering objects is not part of the objective domain for Exam 77-725 and you will not be required to demonstrate that you can perform these tasks.

You can enter text inside a shape, and apply formatting effects to both the shape and the text.



*Preselected theme formatting is available, or you can format shape elements individually*

You can modify shapes by changing the dimensions, aspect ratio, and—for shapes that have them—angles and line intersections. Most of these changes can be made directly on the shape by dragging various handles; others can be set more precisely from the Format tool tab.



*You can significantly modify a shape's structure by changing angles and intersection points*

### To draw a shape

1. On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button.
2. In the **Shapes** gallery, click the shape you want, and then do either of the following:
  - Click anywhere on the page to insert a standard-size shape.
  - Drag anywhere on the page to draw a shape of the size and aspect ratio that you want.

---

**Tip** To draw a shape with a 1:1 aspect ratio (equal height and width), hold down the Shift key while dragging.

---

### To add text to a shape

- Click the shape to select it, and then enter the text.
- Right-click the shape, click **Add Text** or **Edit Text**, and then enter the text.

### To change the angles of a selected shape

- Drag the yellow angle handles.

### To change the vertices of a selected shape

1. On the **Format** tool tab, in the **Insert Shapes** group, click the **Edit Shape** button, and then click **Edit Points**.
2. Drag the black intersection markers that appear on the shape to change specific vertices, or drag anywhere on the shape border.

### To change a selected shape to another shape

- On the **Format** tool tab, in the **Insert Shapes** group, click the **Edit Shape** button, point to **Change Shape**, and then click the shape you want.

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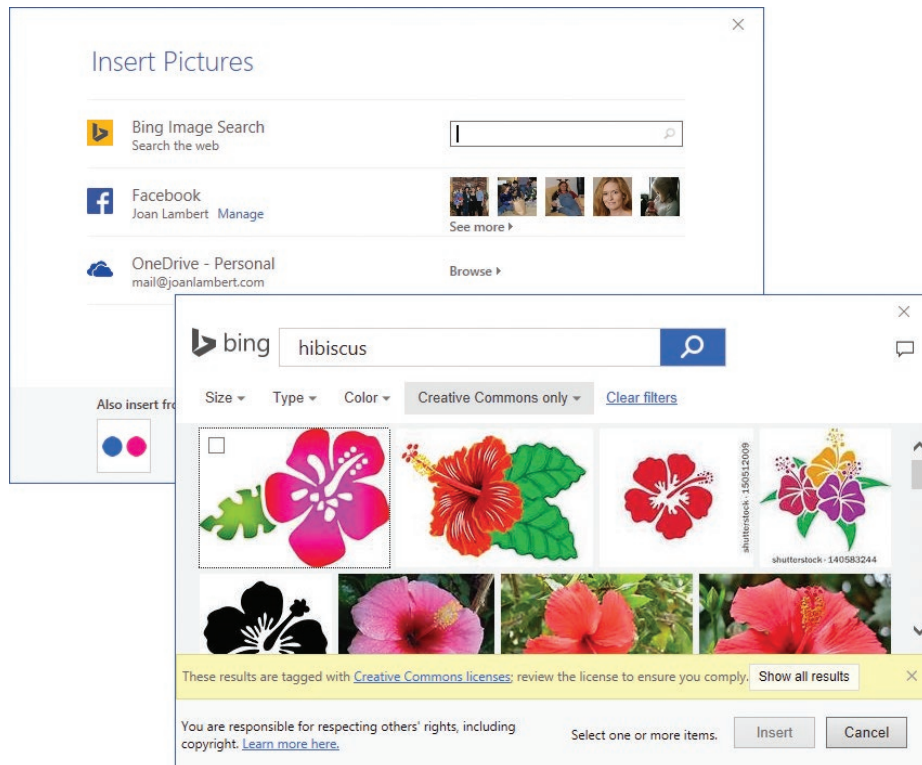
**See Also** For information about moving, rotating, and resizing shapes, see “Objective 5.2: Format graphic elements.”

---

## Insert images

You can insert a digital photograph or picture created in almost any program into a Word document. Sources for existing images include the following:

- Local images that are saved as files on your computer, on a network drive, or on a device (such as a digital camera) that is connected to your computer.
- Online images that are saved in your Facebook or Flickr account storage or on your OneDrive.
- Online images that are available through a web search. Many images can be reused for private or limited commercial purposes under the Creative Commons media licensing. Other images located through a web search might have restricted permissions, so it's important to be careful when reusing an online image in a document.



*Search the web from within Word for images that you can insert in a document*

You can also capture and insert images of content displayed on your computer screen directly from Word. By using the built-in screenshot utility, you can insert screen captures of entire windows or selected areas of on-screen content.

#### To insert an image from a file

1. On the **Insert** tab, in the **Illustrations** group, click the **Pictures** button.
2. In the **Insert Picture** dialog box, browse to and click the file you want. Then do any of the following:
  - Click **Insert** to insert the image into the document.
  - In the **Insert** list, click **Link to File** to insert an image that will update automatically if the image file changes.
  - In the **Insert** list, click **Insert and Link** to insert an image that you can manually update if the image file changes.

Or

1. Open File Explorer and browse to the folder that contains the picture.
2. Arrange the File Explorer and Word windows side by side on your screen.
3. In the Word document, click to position the cursor where you want to insert the picture.
4. Drag the picture from File Explorer to the Word document.

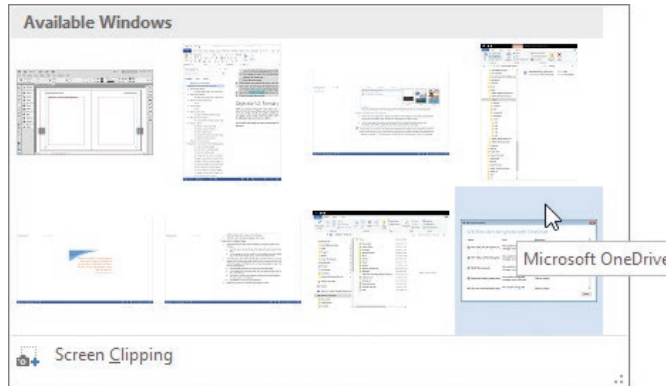
#### To insert an online image

1. On the **Insert** tab, in the **Illustrations** group, click the **Online Pictures** button.
2. In the **Insert Pictures** window, click the online source (Bing Image Search, a Microsoft SharePoint site or OneDrive folder, or one of the available linked third-party sites).
3. Enter a keyword in the search box and press **Enter**, or navigate to the picture you want to insert.
4. Double-click the image you want to insert.

#### To capture and insert an image of an app window

1. Open the app window that you want to capture, and adjust its height and width to show the content you want.
2. Switch to the Word document and position the cursor where you want to insert the screen image.

3. On the **Insert** tab, in the **Illustrations** group, click the **Screenshot** button.
4. On the **Screenshot** menu, in the **Available Windows** gallery, point to any window to identify it, and then click the window you want to capture.



*Only the currently open app windows are available, not minimized windows*

### To capture and insert a clipping from your desktop

1. On your desktop, display the app windows and content that you want to capture (you can capture the desktop and multiple apps if you want).
2. Switch to the Word document and position the cursor where you want to insert the screen image.
3. On the **Insert** tab, in the **Illustrations** group, click the **Screenshot** button, and then on the **Screenshot** menu, click **Screen Clipping**.

The Word window fades and a translucent screen appears.

4. Identify the upper-left corner of the desktop area that you want to capture. Click in that location, and drag down and to the right to create a clear window within the screen. When all the content you want to capture is visible in the window, release the mouse button to insert the screen clipping on the document page.

---

**See Also** For information about moving, rotating, and resizing images, see “Objective 5.2: Format graphic elements.”

---



## Insert text boxes

Text boxes are containers in which you can insert text that is separate from the text of the document. Text boxes are often used to position sidebars, quotes, or ancillary information on a page. You can draw a text box, enter text in it, and then format it as you would a shape. You can move text boxes independently of other objects, and link them together, on the same page or across multiple pages, so that text automatically flows from one to the next.

Word includes several preformatted text boxes that coordinate with the formatting of other document building blocks (cover pages, headers, footers, and page numbers) and are linked to the document theme color scheme.



*Preformatted text boxes may include graphic elements*

Exam Strategy You can insert predefined text boxes from the Building Blocks Organizer that is available from the Text group on the Insert tab. It is not necessary that you demonstrate a working knowledge of the Building Blocks Organizer to pass Exam 77-725 and become a certified Microsoft Office Specialist in Word 2016. Managing building blocks is part of the objective domain for Exam 77-726, "Microsoft Word Expert."

## To insert a predefined text box

1. On the **Insert** tab, in the **Text** group, click the **Text Box** button to display the gallery of built-in text box objects.



*Word 2016 has 35 built-in text boxes and more are available online*

2. Scroll the gallery to review the options. At the bottom of the menu, click **More Text Boxes from Office.com** to display the additional designs that are currently available.
3. Point to any thumbnail to display the design name and a description of the imagery. Then click the text box design you want to insert.
4. In the text box, select the placeholder text and replace it with your own.



## Objective 5.1 practice tasks

The practice file for these tasks is located in the **MOSWord2016\Objective5** practice file folder. The folder also contains a result file that you can use to check your work.

- 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.
- Position the cursor at the beginning of the fourth paragraph of text (after the first quote), and do the following:
  - Insert an *Ion Quote (Dark)* text box in its default location.
  - 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."
  - In the text box, select the quote placeholder and replace it with the copied sentence, merging the formatting. Then delete the *[Cite your source here]* placeholder.
- Move to the end of the document and do the following:
  - Insert a *Scroll: Horizontal* shape (from the *Stars and Banners* category) of the default size.
  - In the shape, insert the text The End!
- Save the **Word\_5-1a** document.
- Open the **Word\_5-1\_results** document. Compare the two documents to check your work.
- Close the open documents.

## Objective 5.2: Format graphic elements

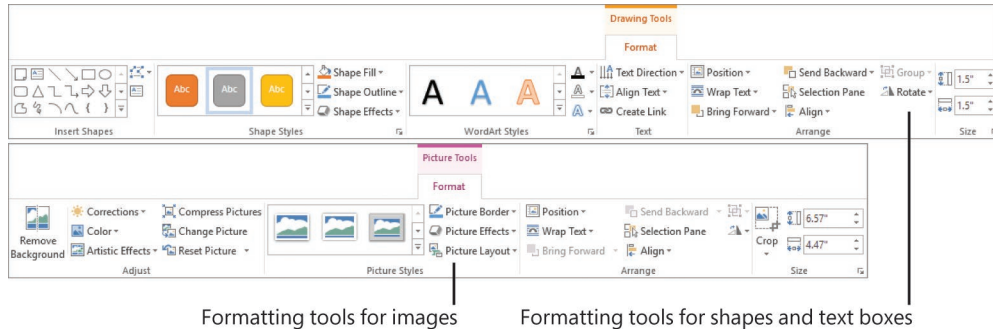
---

After you insert a graphic element such as a shape, image, or text box in a document, you can change its appearance in many ways. You can move and resize any graphic element, fix its position on the page, and control the way that it interacts with surrounding text. Depending on the object type of the graphic element, you can change its outline or fill color, apply two-dimensional or three-dimensional visual styles, and apply artistic effects. When working with pictures, you can change the brightness and contrast, recolor it, add borders and picture effects, remove background elements, and even crop the image into a shape.



*Achieve different results by applying different picture effects*

You modify the appearance of graphic objects by using commands on the Format tool tab for that type of object. Selecting a shape or text box displays the Format tool tab for Drawings. Selecting an image displays the Format tool tab for Pictures.



Formatting tools for images

Formatting tools for shapes and text boxes

*Similar formatting options are available for most graphic objects*

When formatting images, you have more (and more interesting) options. The Picture Styles group offers a wide range of picture styles that you can apply to an image to change its shape and orientation and add borders and picture effects. This group includes the Quick Styles gallery, which contains many preformatted styles that you can apply very quickly. You can select a preset style or select individual border, effects, and layout settings. Effect options include shadow, reflection, glow, soft edge, bevel, and rotation effects.



*Choose a preconfigured picture frame or create your own combination of effects*

Changes that you make to images in a Word document (such as cropping, removing backgrounds, and applying effects) aren't permanent and can be removed at any time unless you specifically choose to remove cropped content to reduce file size.

## Visually format objects

Word provides built-in styles for all types of graphic elements. These styles can include fill colors, borders, shadows, and other effects. If you prefer, you can format individual elements of a shape, text box, picture, or screen image. The colors available in the built-in styles and on the color menus are linked to the document theme color scheme; by using these colors, you can ensure that the visual appearance of graphic elements in the document will stay consistent with other content, even if the theme changes.

**To apply a built-in style to a selected graphic object.**

- On the **Format** tool tab for the object type, do either of the following:
  - In the **Object Styles** gallery, choose a preformatted style.
  - From the **Object Fill**, **Object Outline**, and **Object Effects** menus, apply individual style elements.



### To apply a picture frame style to a selected image

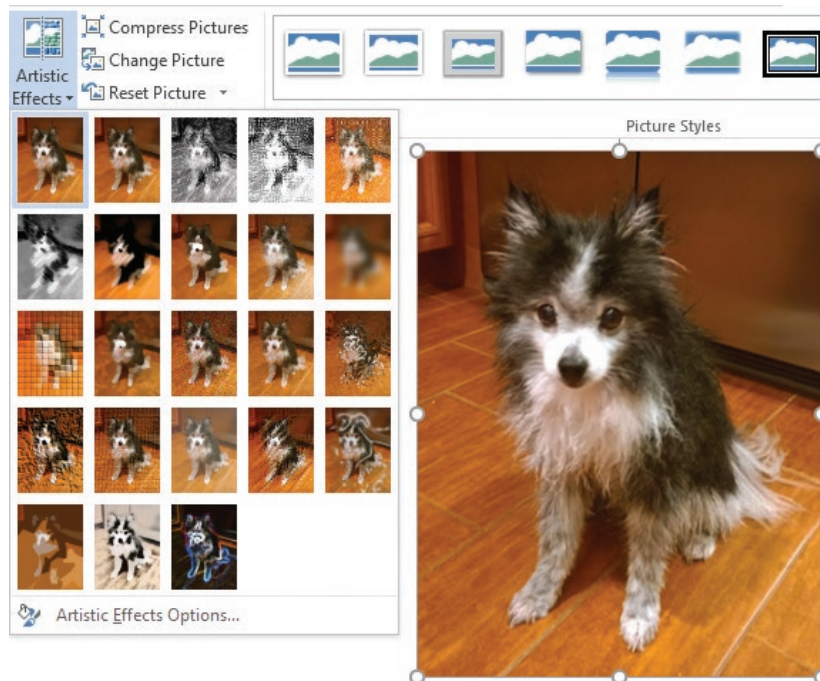
- On the **Format** tool tab, in the **Picture Styles** group, expand the **Quick Styles** gallery, and then click the style you want to apply.

Or

1. On the **Format** tool tab, click the **Picture Styles** dialog box launcher.
2. In the **Format Picture** pane, on the **Fill & Line**, **Effects**, **Layout & Properties**, and **Picture** pages, choose the settings you want to apply. Then click **Close**.

### To apply artistic effects to a picture

1. Select the picture. On the **Format** tool tab, in the **Adjust** group, click the **Artistic Effects** button to display the Artistic Effects gallery.
2. Point to each effect to display a live preview of the effect on the selected photo.



*Point to any effect to display a preview on the original picture*

3. Click the effect that you want to apply.



### To remove background elements from a selected picture

1. On the **Format** tool tab, in the **Adjust** group, click the **Remove Background** button to display the Background Removal tool tab and apply purple shading to the areas of the picture that the tool thinks you want to remove.



*The accuracy of the estimate depends on the intricacy of the background*

2. Drag the white handles to define the area that you want to keep. The Background Removal tool updates its shading as you do.
3. On the **Background Removal** tool tab, click **Mark Areas to Keep**, and then click any areas of the photo that are shaded, that you'd like to expose and keep.

4. On the **Background Removal** tool tab, click **Mark Areas to Remove**, and then click any areas of the photo that aren't shaded, that you'd like to remove. Depending on the simplicity of the picture, you might need to make a lot of adjustments or only a few.
5. When you finish, click the **Keep Changes** button to display the results. You can return to the Background Removal tool tab at any time to make adjustments.

#### To discard changes made to a picture

1. On the **Format** tool tab, in the **Adjust** group, click the **Reset Picture** arrow.
2. Do either of the following:
  - Choose **Reset Picture** to discard formatting changes only.
  - Choose **Reset Picture & Size** to discard all formatting and size changes.

## Control the placement of objects within text

Objects on the page can be anchored to a paragraph, positioned in a specific location on the page, or float independently. The location, position, and text wrapping options determine how the object interacts with text around it. The **Arrange** group on the **Format** tool tab for the selected object contains commands for specifying the relationship of the object to the page and to other elements on the page.

By default, Word inserts shapes in front of the surrounding text, and other graphic objects in line with the surrounding text. You can change the position of the object on the page and the way text wraps around it.

The text wrapping options specify the relationship of the object to the text and include the following:

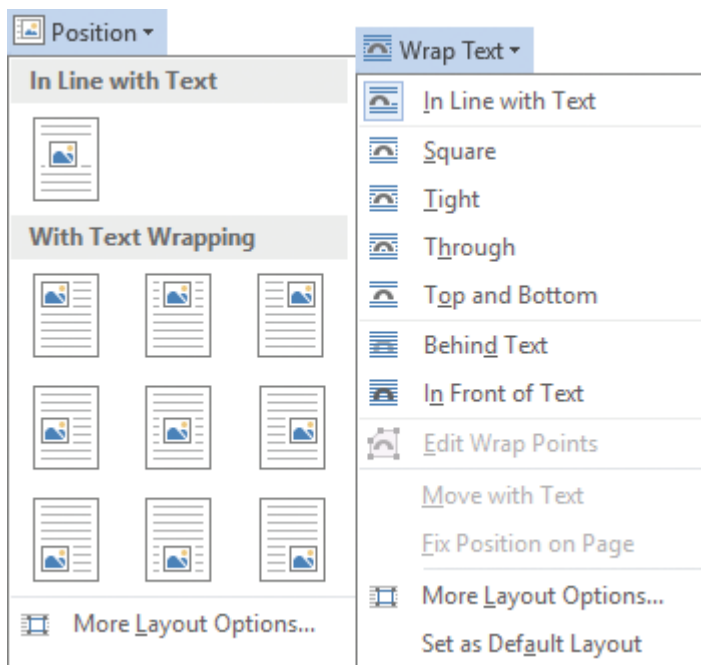
- **In Line with Text** The line spacing increases as necessary to accommodate the object. The bottom of the object aligns with the bottom of the text on the same line.
- **Square** The text wraps to the leftmost and rightmost points of the object.
- **Tight** The text wraps closely to the left and right edges of the object.
- **Through** The text wraps as closely as possible to all edges of the object.
- **Top and Bottom** The text flows above and below the object, but the space to its left and right are left clear.

- **Behind Text** The text flows in front of the object without interruption.
- **In Front of Text** The text flows behind the object without interruption.

When you choose a text wrapping option other than In Line With Text, you can specify that an object be positioned in one of two ways:

- **Absolutely** This option positions the object at a distance you set from a margin, page, column, character, paragraph, or line.
- **Relatively** This type of positioning is determined by the relationship of the object to a margin or page.

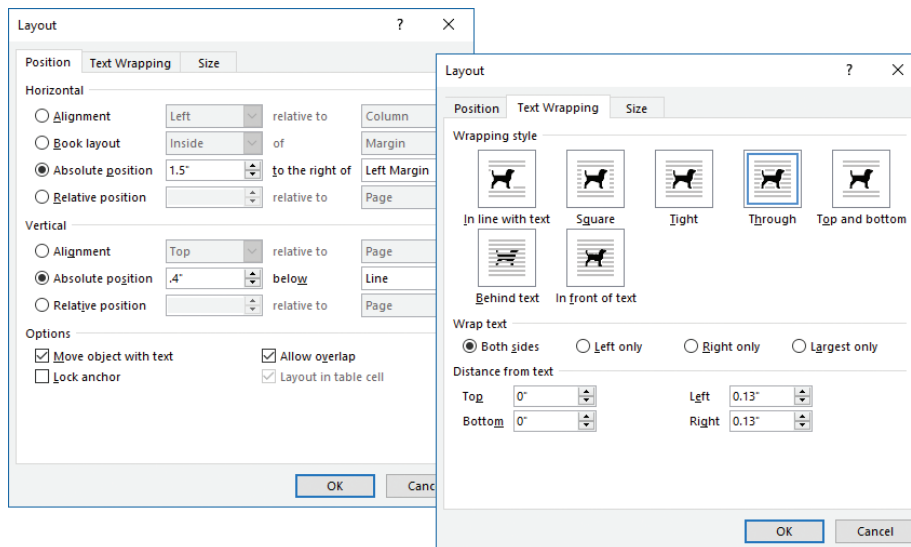
You can take the guesswork out of setting an object's position by choosing one of nine predefined position options from the Position gallery. These options all implement square text wrapping in a specific location relative to the margins of the page.



*Standard options for positioning objects in relation to the page and wrapping text around them*

Even if you use one of the predefined options to position an object, you can move the object manually by dragging it to another position on the page. Often it is easier to drag objects into position if you display an on-screen grid to align against. You can also use alignment commands to align objects with the margins and with each other.

Changing the document text after you position an object might upset the arrangement of content on the page. On the Position and Text Wrapping tabs of the Layout dialog box, you can specify whether an object should move with its related text or remain anchored in its position. You can also specify whether the object should be allowed to overlap other objects.



*You can precisely control object placement from the Layout dialog box*

---

**See Also** For information about object handles, see “Objective 5.1: Insert graphic elements.”

---

## To move an object

- Click the object to select it, and then do any of the following:
- Press the arrow keys on the keyboard to move the shape in small increments.
  - Drag the object to the new location.
  - Cut the object from its original location and paste it in the new location.

### To rotate an object

- Click the object to select it, and then do either of the following:
  - Drag the rotation handle (labeled with a circling arrow) to the left, to the right, or in a circular motion.
  - On the **Format** tool tab for the object, in the **Size** group, click the dialog box launcher. On the **Size** tab of the **Layout** dialog box, in the **Rotate** section, enter or select a specific angle of rotation.

### To resize an object

- Click the object to select it, and then do any of the following:
  - Drag the top or bottom sizing handle to change the height.
  - Drag the left or right sizing handle to change the width.
  - Drag a corner sizing handle to change the width and height and maintain the aspect ratio.
  - On the **Format** tool tab for the object, in the **Size** group, enter or select the **Height** and **Width** dimensions.
  - On the **Format** tool tab for the object, in the **Size** group, click the dialog box launcher. In the dialog box that opens (specific to the object type), select the **Lock aspect ratio** check box if you want to maintain the aspect ratio, and then enter or select the height or width.

### To position a selected object on the page

1. On the **Format** tool tab, in the **Arrange** group, click the **Position** button to display the standard options.
2. Point to each thumbnail in turn to preview where that option will place the object.
3. Select a thumbnail to move the object to that location on the page.

### To open the Layout dialog box

- Click the **Layout Options** button that appears above the upper-right corner of a selected object, and then click **See more**.
- On the **Format** tool tab, in the **Arrange** group, click **Position**, and then click **More Layout Options**.

### To position an object absolutely

1. Set the position of the object to an option other than In Line With Text.

---

**IMPORTANT** The Absolute Position options aren't available when an object is positioned in line with text.

---

2. In the **Layout** dialog box, on the **Position** tab, do either of the following and then click **OK**.
  - In the **Horizontal** and **Vertical** sections, click **Absolute position**.
  - Select the page element on which you want to fix the position of the object (Margin, Page, Column, Character, Paragraph, Line, or specific margin), and enter the specific distance from the element.

### To position an object relatively

1. Set the position of the object to an option other than In Line With Text.

---

**IMPORTANT** The Relative Position options aren't available when an object is positioned in line with text.

---

2. In the **Layout** dialog box, on the **Position** tab, do either of the following and then click **OK**.
  - In the **Horizontal** and **Vertical** sections, click **Relative position**.
  - Select the page element on which you want to fix the position of the object (Margin, Page, or specific margin), and enter the percentage difference from the element.

### To control the flow of text around a selected object

- Click the **Layout Options** button that appears above the upper-right corner of a selected object, and then click the text-wrapping option you want.

Or

1. On the **Format** tool tab, in the **Arrange** group, click the **Wrap Text** button to display the Wrap Text menu.
2. Do either of the following:
  - Point to each option in turn to preview its effects, and then click an option.
  - Click **More Layout Options** to display the Text Wrapping page of the **Layout** dialog box, click the option you want, and then click **OK**.

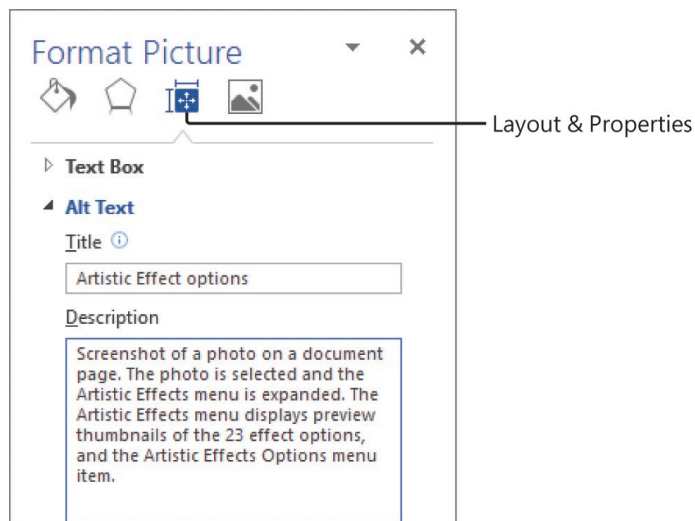
## Provide alternative text for accessibility

Alternative text is descriptive text assigned to a picture, shape, text box, table, or other object that either might not show up correctly on the page or might not be available to screen reading software. The alternative text provides readers with information about the object content or purpose. In a PDF file, for example, if your content includes alternative text, a reader can point to an image on the screen to display a description of the image.

You assign alternative text to an object as an object property. You can assign both a title and a description to an image.

### To add alternative text to an object

1. Right-click the object, and then click **Format Object**.
2. In the **Format Object** pane, click the **Layout & Properties** button, and then click the **Alt Text** heading to display the input boxes, if they aren't already visible.
3. In the **Title** box, enter a short title for the object. People who use screen reading software will hear the title first and can then choose whether to have the description read.
4. In the **Description** box, enter a description that provides the information you intend for a reader to get from looking at the object.



*Standard options for positioning objects in relation to the page and wrapping text around them*

Word saves your changes in the object properties.

## Objective 5.2 practice tasks

The practice file for these tasks is located in the **MOSWord2016\Objective5** practice file folder. The folder also contains a result file that you can use to check your work.

- Open the **Word\_5-2** document. On the first page, do the following:
  - Apply the *Metal Oval* picture style to the picture.
  - Resize the picture so that it is 2.5" wide and maintain the original aspect ratio.
  - Position the picture in the center of the page (using the *Middle Center* position), and set the text wrapping to *Tight*.
  - Delete the empty paragraph mark near the top of the picture.
  - 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.
- On the second page, do the following:
  - Set the position of the text box to *Top Right with Square Text Wrapping*.
- Move to the end of the document, and do the following:
  - Set the height of the scroll shape to 1" and the width to 3".
  - Drag the shape to the horizontal center of the page, just after the end of the story.
  - Apply the *Moderate Effect – Teal, Accent 5* style to the shape.
  - Set the font size of the shape text to 24 points.
- Save the **Word\_5-2** document.
- Open the **Word\_5-2\_results** document. Compare the two documents to check your work.
- Close the open documents.



## Objective 5.3: Insert and format SmartArt graphics

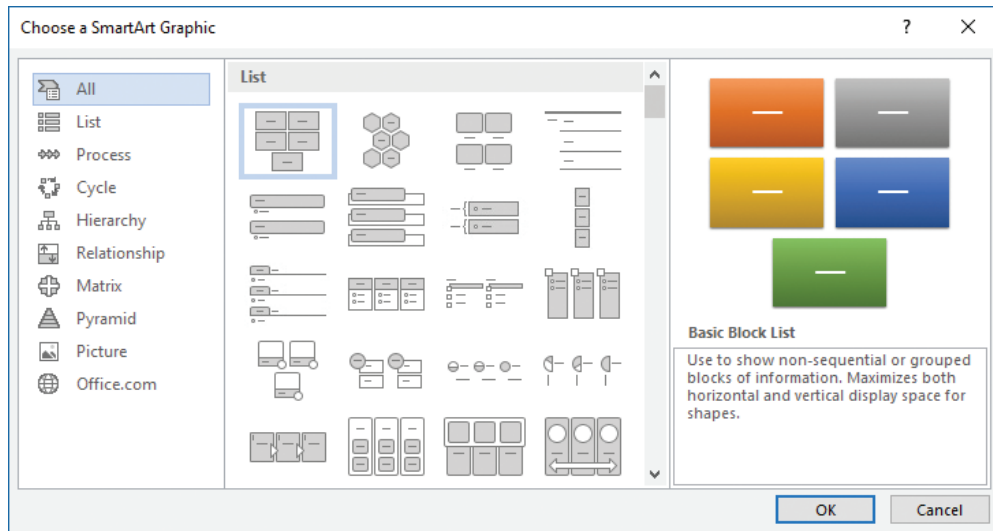
---

When you want to clearly illustrate a concept such as a process, cycle, hierarchy, or relationship, the powerful SmartArt Graphics tool makes it easy to create dynamic, visually appealing diagrams. By using predefined sets of coordinated formatting and effects, you can almost effortlessly construct any of the following types of diagrams:

- **List** These diagrams visually represent lists of related or independent information—for example, a list of items needed to complete a task, including pictures of the items.
- **Process** These diagrams visually describe the ordered set of steps required to complete a task—for example, the steps for getting a project approved.
- **Cycle** These diagrams represent a circular sequence of steps, tasks, or events, or the relationship of a set of steps, tasks, or events to a central, core element—for example, the looping process for continually improving a product based on customer feedback.
- **Hierarchy** These diagrams illustrate the structure of an organization or entity—for example, the top-level management structure of a company.
- **Relationship** These diagrams show convergent, divergent, overlapping, merging, or containment elements—for example, how using similar methods to organize your email, calendar, and contacts can improve your productivity.
- **Matrix** These diagrams show the relationship of components to a whole—for example, the product teams in a department.
- **Pyramid** These diagrams illustrate proportional or interconnected relationships such as the distribution of time across different phases of a project.
- **Picture** These diagrams rely on pictures instead of text to create one of the other types of diagrams—for example, a process picture diagram with photographs showing the recession of glaciers in Glacier National Park. Picture diagrams are a subset of the other categories but are also available from their own category so that you can easily locate diagram layouts that support images.

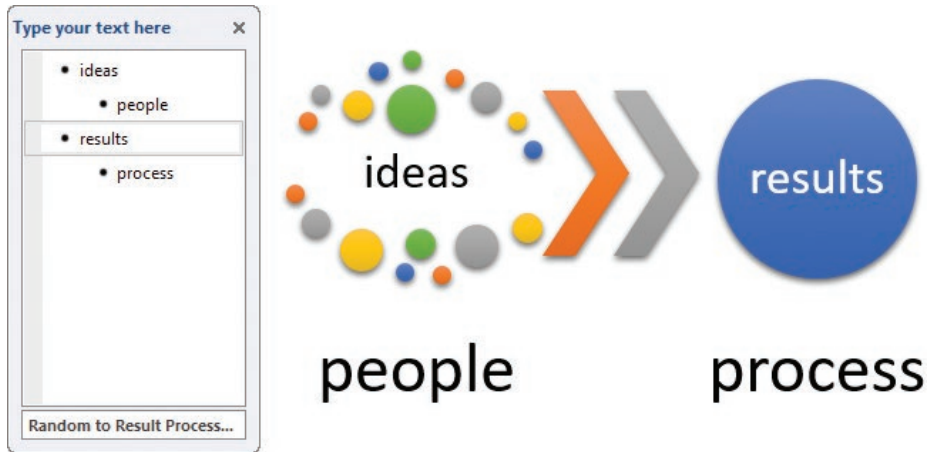
## Create and populate SmartArt graphics

In a Word document, you create a SmartArt graphic by first choosing a layout. The layouts are available from the Choose A SmartArt Graphic dialog box. Some layouts appear in more than one category.



*Word 2016 includes a few new SmartArt layouts*

After you choose a layout, Word inserts the basic diagram into the document and displays the associated list format in the Text pane, into which you can enter information. (If the Text pane doesn't open automatically, you can display it by clicking the button on the left edge of the diagram.) You can enter more or less information than is required by the original diagram; most diagrams support a range of entries (although a few are formatted to support only a specific number of entries). You can insert and modify text either directly in the diagram shapes or in the associated Text pane.



*SmartArt text is stored as a bulleted list*

SmartArt graphics support a colorful range of formatting options that are linked to the document theme color scheme. When formatting a SmartArt graphic, you can choose to apply multiple colors or gradients of a single color, and you can separately apply two-dimensional and three-dimensional visual styles that range from subtle to very eye-catching.

### To create a SmartArt graphic

1. On the **Insert** tab, in the **Illustrations** group, click the **SmartArt** button.
2. In the left pane of the **Choose a SmartArt Graphic** dialog box, click the type of diagram you want.
3. In the center pane, click the layout you want, and then click **OK**.

### To add text to a SmartArt graphic

1. If the **Text** pane isn't open, activate the diagram, and then do either of the following:
  - Click the chevron on the left side of the diagram frame to open the Text pane.
  - On the **Design** tool tab for SmartArt (not the regular document Design tab), in the **Create Graphic** group, click the **Text Pane** button.

2. In the **Text** pane, select the first placeholder, and enter the text you want to display in the corresponding shape. The content you enter in the bulleted list appears immediately in the corresponding diagram shape. Then do any of the following:
  - Press the **Down Arrow** key to move to the next placeholder.
  - At the beginning of a list item, press **Tab** to increase the indent level of the current list item.
  - At the end of a list item, press **Enter** to add an item to the bulleted list and add a shape to the diagram.
  - Press **Delete** to remove an unused list item.
3. Repeat step 2 until you've entered all the diagram content.

#### To add a shape to a SmartArt graphic

1. In the diagram, select the shape that you want to add a shape after.
2. Do either of the following:
  - Open the **Text** pane. At the end of the active list item, press **Enter** to add an item to the bulleted list and a shape to the diagram.
  - On the **Design** tool tab, in the **Create Graphic** group, click the **Add Shape** button.

#### To remove a shape from a SmartArt graphic

- Click the shape, and then press the **Delete** key.
- In the **Text** pane, select the list item linked to the shape, and then press the **Delete** key.

#### To resize a SmartArt graphic

- To maintain the original aspect ratio of the graphic, click the graphic to activate the canvas, and then do either of the following:
  - Drag the sizing handles in any corner of the canvas.
  - On the **Format** tool tab, in the **Size** group, click the dialog box launcher. In the **Layout** dialog box, select the **Lock aspect ratio** check box, and then change the dimension in the **Height** or **Width** section.
- On the **Format** tool tab, in the **Size** group, enter or select the **Height** and **Width** dimensions. This method doesn't maintain the aspect ratio.

## Format SmartArt graphics

You can make changes such as these by using the commands on the Design tool tab:

- Add shading and three-dimensional effects to all the shapes in a diagram.
- Change the color scheme.
- Add shapes and change their hierarchy.

You can customize individual shapes in the following ways by using the commands on the Format tool tab:

- Change an individual shape—for example, you can change a square into a star.
- Apply a built-in shape style.
- Change the color, outline, or effect of a shape.
- Change the style of the shape's text.

The Live Preview feature displays the effects of these changes before you apply them. If you apply changes and then decide you preferred the original version, you can click the Reset Graphic button in the Reset group on the Design tool tab to return to the unaltered diagram layout.



*The available colors are based on the document theme color scheme*

### To change the colors of the shapes in a selected SmartArt graphic

- On the **Design** tool tab, in the **SmartArt Styles** group, click the **Change Colors** button, and then click the color scheme you want.

### To apply a built-in style to a SmartArt graphic

- On the **Design** tool tab, in the **SmartArt Styles** gallery, click the style you want to apply.

### To apply effects to SmartArt graphic shapes

1. Select the shape or shapes you want to format.
2. On the **Format** tool tab, do either of the following:
  - in the **Shape Styles** gallery, click the style you want to apply.
  - On the **Format** tool tab, click the **Shape Styles** dialog box launcher. Then in the **Format Shape** pane, on the **Fill & Line**, **Effects**, and **Layout & Properties** pages, choose the effects that you want to apply.

### To reset a SmartArt graphic to its default formatting

- Select the diagram, and on the **Design** tool tab, in the **Reset** group, click the **Reset Graphic** button.

## Modify SmartArt graphic content

You can add and remove shapes and edit the text of a SmartArt graphic by making changes in the Text pane, or by using the options on the SmartArt Tools tabs.

As you develop the text content of a SmartArt diagram, you might find that the diagram layout you originally selected doesn't precisely meet your needs. You can easily change to a different layout without losing any of the information you entered in the diagram. If a particular layout doesn't support the amount or level of information that is associated with the diagram, the extra text is hidden, but not deleted, and is available when you choose another layout that supports it.

### To move a shape in a SmartArt graphic

- Do either of the following:
  - In the diagram, drag the shape to a different position.
  - In the **Text** pane, drag the list item to a different position.



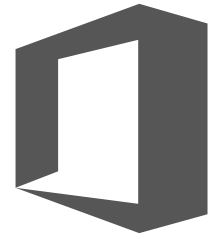
## Objective 5.3 practice tasks

The practice file for these tasks is located in the **MOSWord2016\Objective5** practice file folder. The folder also contains a result file that you can use to check your work.

- Open the **Word\_5-3** document, and do the following:
  - In the blank paragraph that follows the list, create a SmartArt graphic based on the *Basic Timeline* layout.
  - Copy or enter the list items into the Text pane of the SmartArt graphic. Remove any unused bullet points.
  - In the Text pane, at the beginning of the list, add a first-level entry for Princess loses ball in pond.
  - In the SmartArt graphic, to the right of the last shape, add a shape labeled The End!.
  - Demote “Promises to love frog” and “Breaks promise” to second-level items.
  - Change the layout of the SmartArt graphic to *Basic Bending Process*.
  - Change the color scheme of the SmartArt graphic to *Colorful Range – Accent Colors 5 to 6*.
  - Apply the *Moderate Effect* style to the SmartArt graphic.
- Save the **Word\_5-3** document.
- Open the **Word\_5-3\_results** document. Compare the two documents to check your work.
- Close the open documents.



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# Index

## A

- accessibility, alternative text 184–185
- Accessibility Checker 63–64, 67
- alignment
  - bulleted lists 133
  - numbered lists 135
  - objects 181
  - positions 125–126
  - table cells 125–126
- alternative text, adding to objects 184–185
- authors, adding/removing from Author property 52
- AutoCorrect
  - adding text shortcuts 74
  - inserting text strings 73–74
- AutoFit, setting options 113–114

## B

- background elements, removing from pictures 178–179
- backward compatibility, maintaining 68
- bibliographies
  - See also* citations
  - creating source placeholders 147
  - creating sources 147
  - modifying source placeholders 148
  - specifying styles for 144–145
- bookmarks
  - creating 24
  - inserting 25
  - inserting hyperlinks 23
  - moving to 25
- breaking lines automatically 32
- breaks *See* page breaks; section breaks

- built-in styles 87
  - See also* styles
- bulleted lists
  - See also* lists; numbered lists
  - alignment 133
  - changing bullet symbols 132
  - creating 131
- bullets
  - changing symbols 132
  - custom 132–133

## C

- captions
  - configuring 150–152
  - inserting 150
  - number formats 149
  - referencing figures 148
- cells, table
  - See also* tables
  - alignment 126–127
  - configuring alignment of 125–126
  - configuring margins 125
  - configuring spacing of 125–126
  - dividing 127
  - merging 127
  - splitting 127
- character styles 87, 91
- citations 146–149
  - See also* bibliographies
- Clipboard 75
- clippings, screen 169
- column breaks 101
  - displaying 104
  - inserting 107

columns, table

*See also* cells; rows; tables

built-in configurations 106

changing width of 124–125

deleting 121

displaying lines between 107

formatting text as 104, 106

inserting 120

manually breaking content 32

preset configurations 106

resizing 121

reverting to single column 107

and section breaks 105

commands

adding to Quick Access Toolbar 48

in Backstage View 6–7

changing order on Quick Access  
Toolbar 49

for formatting images 175

removing from Quick Access Toolbar 49

separating on Quick Access Toolbars 49

Compatibility Checker 65–68

cover pages

creating 156–157

inserting predefined pages 157–158

removing predefined pages 159

cursor, moving 3

cycle diagrams, creating by using

SmartArt 186

## D

date, inserting in headers/footers 39

diagrams

applying styles to 191

changing color schemes of 191

changing layouts of 192

types 186

Document Inspector 61–63, 66–67

document templates

finding 10

previewing 10

document themes, applying 34–35

document views

changing 44–45

customizing zoom settings 45–46

document templates 10, 87

documents

adding properties 51–52

checking for accessibility 63–64

checking for compatibility 65–67

commands for working with 6–7

correcting compatibility issues 68

creating blank 10–11

creating from templates 10, 12

default template 87

displaying style area pane 91

dividing into sections 32, 99–101

Document Inspector 61–63

formatting in columns 104–106

hyphenating words 33

inserting hyperlinks 23

inserting text from other files 75

inspecting for issues 61–63, 66–68

maintaining backward compatibility 68

modifying page setup 29–30

modifying properties 51–52

navigating through 2–3

paragraph spacing 87

printing 56–57

properties 51–52

saving in alternative file formats 57–61

section breaks 99–101

themes 34

**E**

## endnotes

- converting to footnotes 143
- creating 143
- number formats 141–142, 144
- setting location of 141, 143

## exam

- prerequisites 2–7
- tips xvi–xvii

**F**

## figure captions

- inserting 150
- number formats 149

## figures 148

## file formats, alternative 57–61

## files

- inserting hyperlinks 22
- saving as PDF or XPS 61
- working with previous versions 65–66

## Find And Replace 77–78

## finding 19

- formatting marks and breaks 17
- objects 17
- and replacing text 78–79
- special characters 17
- specific characters 20
- specific objects 19
- specific text 18, 20
- using wildcard characters 17, 20

## footers 37

- activating 38
- deleting 39
- editing 37
- inserting custom 38
- inserting date/time in 39
- inserting preformatted 38
- inserting preformatted page numbers 40
- modifying standard settings 39

## footnotes

- converting to endnotes 143
- creating 143
- number formats 141–142, 144
- setting location of 141, 143

## Format Painter 83

## formatting

- clearing 96
- copying 83
- page backgrounds 41–42
- page numbering 40–41
- paragraphs 84–87
- text 82–83
- text into columns 31

## formatting breaks, finding 17

## formatting marks

- displaying/hiding 52, 101, 104
- finding 17

**G**

## Go To function, using 26

## graphic elements

- See also* images; shapes; SmartArt graphics
- and cover pages 156
- in headers/footers 37

## graphics

- applying built-in styles to 176
- formatting 174–179

## gridlines 111, 116

**H**

## header rows, repeating in tables 128

## headers 37

- activating 38
- deleting 39
- editing 37
- inserting custom 38
- inserting date/time in 39

headers (*continued*)

- inserting preformatted 38
- inserting preformatted page numbers 40
- modifying standard settings 39

headings, inserting hyperlinks to 23

hidden characters, displaying/hiding 52

hidden formatting marks, displaying/  
hiding 52

hierarchy diagrams, creating by using  
SmartArt 186

highlighting, removing 96

hyperlinks

- inserting 21–23
- modifying 23
- removing 23

hyphenation

- automatic 32–33
- controlling 33
- selective 33

## I

images

*See also* graphic elements; shapes;

SmartArt graphics

adjusting brightness, colors, and contrast  
of 174

applying artistic effects to 175, 177

applying picture frame style to 177–178

applying preformatted styles to 175

applying styles to 175

capturing app windows as 168–169

formatting 174–175

inserting from files 168

inserting from online 168

positioning 179–181

removing background elements  
from 178–179

sources of 167

text wrapping options 179

indents 84

## K

keyboard shortcuts

for common symbols 72–73

for editing 5

## L

line breaks, automatic 32

line numbers, inserting/controlling 32

line spacing 85

lines, indenting 84–85

linked copies, updating 77

list diagrams, creating by using SmartArt 186

lists 130

*See also* bulleted lists; numbered lists

changing bullet symbols 132

changing level of 134

changing number format of 134

creating bulleted 131

creating numbered 133–134

defining custom format 134–135

demoting/promoting items 134

## M

manual column breaks 107

manual page breaks 101

manual section breaks 102

margins, changing 31

matrix diagrams, creating by using  
SmartArt 186

Microsoft Office Clipboard 75

Microsoft Office Open XML Formats 57

Microsoft Word documents

adding properties 51–52

checking for accessibility 63–64

checking for compatibility 65–67

commands for working with 6–7

correcting compatibility issues 68

- creating blank 10–11
- creating from templates 10, 12
- default template 87
- displaying style area pane 91
- dividing into sections 32, 99–101
- Document Inspector 61–63
- formatting in columns 104–106
- hyphenating words 33
- inserting hyperlinks 23
- inserting text from other files 75
- inspecting for issues 61–63, 66–68
- maintaining backward compatibility 68
- modifying page setup 29–30
- modifying properties 51–52
- navigating through 2–3
- paragraph spacing 87
- printing 56–57
- properties 51–52
- saving in alternative file formats 57–61
- section breaks 99–101
- themes 34

## N

- native file formats 12
- navigating in documents 2
- nonbreaking spaces, inserting 33
- numbered lists
  - See also* bulleted lists; lists
  - alignment 135
  - changing number format of 134
  - continuing numbering of 136
  - creating 133–134
  - defining custom format 134–135
  - restarting numbering 136
  - setting starting values 137
- numbering
  - continuing 136
  - number formats 133
  - restarting 136
  - styles 135

## O

- objects
  - adding alternative text to 184–185
  - applying built-in styles to 176
  - finding 17, 19
  - moving 181
  - positioning absolutely 183
  - positioning on pages 179, 182
  - positioning relatively 183
  - resizing 182
  - rotating 182
  - text wrapping options 183
- online images, inserting 168
- orientation, changing 31

## P

- page backgrounds, formatting 41–42
- page breaks
  - See also* section breaks
  - forcing 102
  - inserting manually 32, 101
  - removing 104
  - section breaks 99–101
  - soft page breaks 99
- page layout, section breaks 99–101
- page margins, changing 31
- page numbers 38, 40
  - changing formatting of 41
  - preformatted, inserting in headers/footers 40
- page orientation, changing 31
- page size, changing 31
- pages, positioning objects on 182
- paper source, specifying 57
- paragraph spacing 85
- paragraph styles 87, 91
- paragraphs
  - indenting 84–85
  - indenting multiple 86
  - setting spacing 86

- paste options 76
- pasting content 75–77
- PDF (.pdf) files
  - editing in Word 12–13
  - saving as 61
- picture diagrams, creating by using SmartArt 186
- picture frame style, applying to images 177–178
- pictures
  - applying artistic effects to 177
  - discarding changes 179
  - removing background elements from 178–179
  - using as watermarks 42
- Portable Document Format *See* PDF
- positioning
  - images 179–181
  - objects 179, 182–183
- preformatted image styles 175
- preformatted object styles 176
- preformatted text boxes 170
- prerequisites, exam 2–5
- printers, selecting 56
- printing
  - double-sided documents 57
  - multiple copies 56
  - multiple pages per sheet of paper 57
  - scaling pages to specific sizes 57
  - specific portions of documents 57
  - specifying paper source 57
- print settings 55–56
- process diagrams, creating using by SmartArt 186
- properties
  - adding authors to Author property 52
  - setting/changing Title, Tags, or Comments properties 51
- pyramid diagrams, creating by using SmartArt 186

## Q

- Quick Access Toolbar
  - adding commands 48
  - changing command order 49
  - changing location of 48
  - customizing 46–47
  - document-specific 48
  - removing commands 49
  - resetting to default 49
  - separating commands 49

## R

- reference markers, formatting manually 144
- relationship diagrams, creating by using SmartArt 186
- relative positioning of objects 183
- replacing text 77–79
- resizing objects 182
- rows, table
  - See also* columns; table
  - changing height of 124–125
  - deleting 121
  - inserting 120
  - resizing 121
- rulers, setting indents by using 85

## S

- screen captures 168–169
- screen clippings 169
- screenshots *See* screen clippings
- search parameters 16–17
- searching
  - formatting marks and breaks 17
  - objects 17
  - and replacing text 78–79
  - restricting text results 18–19
  - special characters 17
  - specific characters 20

- specific objects 19
  - specific text 18, 20
  - using wildcard characters 17, 20
  - section breaks 99–101
    - See also* page breaks
    - displaying 100–101, 104
    - inserting 102
    - removing 104
  - sections
    - dividing documents into 32
    - specifying settings 103
  - shading
    - pictures 178
    - SmartArt graphics 190
    - tables 115, 116
  - shapes 164–165
    - See also* graphic elements; images; SmartArt graphics
    - adding text to 166
    - adding to SmartArt graphics 189
    - applying effects to 191
    - changing angles of 166
    - changing colors of 191
    - changing forms of 166
    - changing hierarchy in SmartArt graphics 192
    - changing vertices of 166
    - customizing 190
    - drawing 166
    - formatting 174–175
    - moving in SmartArt graphics 191
    - removing from SmartArt graphics 189
  - size handles 111
  - SmartArt graphics
    - adding shapes to 189
    - adding text to 187–189
    - applying built-in styles to 191
    - applying effects to shapes in 191
    - changing colors of shapes in 191
    - changing hierarchy of shapes in 192
    - changing layout of 192
    - choosing layouts for 187–188
    - creating 188
    - demoting/promoting shapes in 192
    - modifying contents of 191–192
    - moving shapes in 191
    - removing shapes from 189
    - resetting to default formatting 191
    - resizing 189
  - soft page breaks 99
  - sorting table data 118–119
  - spaces, inserting nonbreaking 33
  - spacing, of paragraphs 86–87
  - special characters
    - inserting 72–73
    - searching on 17
  - splitting windows 49–50
  - style area pane 89–91
  - style sets
    - applying 36
    - resetting to template default 37
  - styles
    - See also* built-in styles
    - bibliographies 144–145
    - characters 87
    - clearing 96
    - displaying categories of 90
    - paragraphs 87
    - table of contents 155
    - tables 115–117
    - viewing available 88–89
  - Styles gallery, modifying 91
  - symbols
    - inserting 72–73
    - keyboard shortcuts for 72
- ## T
- table cells
    - See also* columns; rows; tables
    - alignment 126–127
    - configuring alignment of 125–126
    - configuring margins 125
    - configuring spacing of 125–126
    - dividing 127



table cells (*continued*)

merging 127

splitting 127

## table columns

*See also* cells; rows; tables

built-in configurations 106

changing width of 124–125

deleting 121

displaying lines between 107

formatting text as 104, 106

inserting 120

manually breaking content 32

preset configurations 106

resizing 121

reverting to single column 107

and section breaks 105

## table gridlines 111

## table of contents (TOC)

changing style of 155

creating 154

deleting 156

selecting 154

updating 154–155

## table properties, configuring in the dialog

box 122

*See also* tables

## table rows

*See also* cells; columns; tables

changing height of 124–125

deleting 121

inserting 120

resizing 121

## tables

*See also* table cells; table columns; table rows

activating for editing 118

applying styles to 115–116

built-in styles 115–117

changing size of 123

converting text to 112–113

converting to text 114

creating 110, 113

deleting 121

editing 118

emphasizing elements 116

formatting 116–117

formatting text in 116

gridlines, displaying/hiding 116

header rows, repeating 128

headers, copying 128

modifying structure of 119, 123

moving 120

resizing 121–122

resizing elements 123

selecting elements of 123–124

sorting data in 118–119

specifying width by using AutoFit 113–114

splitting 127–128

## template, document

default template 87

displaying style area pane 91

dividing into sections 99–101

formatting in columns 104–106

inserting text from other files 75

navigating through 2–3

paragraph spacing 87

section breaks 99–101

Document Inspector 61–63, 66–67

## text

adding to shapes 166

adding to SmartArt graphics 187–189

applying built-in styles 87–91

changing direction in text boxes 172

converting to tables 112–114

flowing around objects 183

formatting 82–83

formatting as columns 105

formatting in tables 116

formatting into columns 31

hyphenating words 33

inserting from another file 75

inserting in text boxes 172

positioning objects within 179

removing highlighting from 96

replacing 77–79

restricting search results 18–19

- searching for 16–20
- selecting 4
- shortcuts, adding to AutoCorrect 74
- specific, locating 18
- using as watermarks 42
- text boxes
  - changing text direction in 172
  - formatting 174–175
  - inserting 170
  - inserting custom 172
  - inserting predefined styles from gallery 171
  - inserting text in 172
- text strings, automatically inserting 73–74
- text wrapping options 179–181
- themes
  - applying 35
  - built-in 34
  - changing 35
  - modified, saving 35
- time, inserting in headers/footers 39
- TOC (table of contents)
  - changing style of 155
  - creating 154
  - deleting 156
  - selecting 154
  - updating 154–155

## U

- unsplitting windows 50

## V

- views, document
  - changing 44–45
  - customizing zoom settings 45–46

## W

- watermarks 41
  - using pictures as 42
  - using text as 42
- webpages, inserting hyperlinks to 22
- wildcards
  - characters 20
  - using in search 17
- windows, splitting/unsplitting 49–50
- WordArt objects 92
  - changing container shapes 95
  - creating 93–94
  - formatting containers 95
- WordArt text
  - changing direction of 95
  - formatting 94

## X

- XPS files, saving as 61

## Z

- zooming 46
- zoom settings, changing 45

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# About the author

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**JOAN LAMBERT** has worked closely with Microsoft technologies since 1986, and in the training and certification industry since 1997. As President and CEO of Online Training Solutions, Inc. (OTSI), Joan guides the translation of technical information and requirements into useful, relevant, and measurable resources for people who are seeking certification of their computer skills or who simply want to know how to get things done efficiently.

Joan is the author or coauthor of more than four dozen books about Windows and Office (for Windows, Mac, and iPad), five generations of Microsoft Office Specialist certification study guides, video-based training courses for SharePoint and OneNote, and QuickStudy guides for Windows and Office.

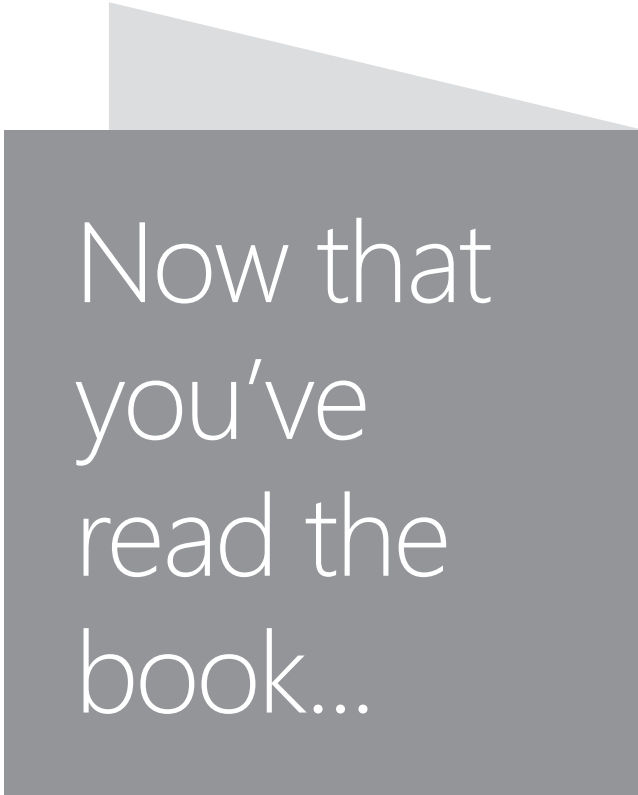
Blissfully based in America's Finest City, Joan is a Microsoft Certified Professional, Microsoft Office Specialist Master (for all versions of Office since Office 2003), Microsoft Certified Technology Specialist (for Windows and Windows Server), Microsoft Certified Technology Associate (for Windows), Microsoft Dynamics Specialist, and Microsoft Certified Trainer.

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