

Microsoft Word 2016 Certification Review

1.	Sort table in ascending order	Table Tools > Layout > Sort
2.	Configure table so headings repeat on next page.	Table Tools > Layout > Data Repeat Header Rows
3.	Create a table from text. Spread it across the entire width of the document.	Insert > Table > convert to table ☒ Auto fit to window
4.	Add a footnote.	References > Insert Footnote
5.	Cut and paste text	Home > Cut & Paste
6.	Add a diagram (SmartArt) (Basic Chevron Process)	Insert > Illustrations > SmartArt
7.	Add text "Draft" to the Status Property	File > Properties > Advanced Prop > status
8.	Display tab formatting symbols	File > Options > Display ☒ Tab characters
9.	Box Page Border (Color/Width)	Design > Page Borders
10.	Configure text beneath a heading to wrap left of photo.	Pic Tools Format > Arrange wrap text Mac Layout Select o Left only
11.	Bookmark	Insert > Link > Bookmark
12.	Hyperlink	Insert > Link > Hyperlink
13.	Add symbol (within text)	Insert > Symbols > Symbol 
14.	Adjust Page Margins (Mirrored)	Layout > Margins
15.	Add banded quote textbox	Insert > Textbox select specific style
16.	Update Table of Contents	References > update TOC (table)
17.	Insert a Table of Contents	References > TOC select style
18.	Insert contents of a document located in the My Documents folder.	Insert > object > text from file Browse

19.	Inspect a Document (Remove headers/footers/watermarks)	File > check for issues
20.	Add Soft Round Bevel (Pic Effect)	Pic Tools > Format > Pic Effects ▾ Bevel ▸
21.	Move an image	Drag + Drop
22.	Insert a picture from file	Insert > Pictures
23.	Rearrange SmartArt	Smart Art Tools > Design ↑ Move up ↓ Move down
24.	Line Spacing	Home > Paragraph > Line Spacing Options
25.	Cut/Paste (No Formatting)	Home > Paste ▾ Paste Special
26.	Format Text (Intense Emphasis)	Highlight Home > Styles
27.	Insert banded header (not displayed on Page 1)	Insert > Header ▾ ✓ Diff First Page
28.	Page background color	Design > Page Color
29.	Change text to 2 columns (spacing 0.3" between)	Layout > Columns ▾ More columns Adjust spacing
30.	Insert a text wrapping page break	Layout > Breaks > Text wrapping
31.	Insert a Next Page Section Break	Layout > Breaks > Next Page
32.	Format a list by applying a custom bullet (from file)	Highlight text Home > Paragraph > Bullets ▾ > Define New Bullett
33.	Apply photocopy art affect	Pic Tools Format > Artistic effect > photocopy
34.	Change the picture border color	Pic Tools Format > Picture Border > Change color/weight
35.	Configure AutoCorrect to replace UT with Utah.	File > Options > Proofing <u>AutoCorrect Options</u>
36.	Decrease list levels	Home > Increase → Decrease ←
37.	Remove formatting from text	Highlight Text Home A > clear format.

38.	Add text in the document to an existing numbered list.	Click in List & type
39.	Apply a thick blue underline- Size 14	Highlight text > Home > Font > Text Highlight 
40.	Change the Style Set to CASUAL	Design > ^{Doc} Formatting > Casual
41.	Change line spacing to exactly 14 pt	Home > Paragraph
42.	Apply the Strong Style headings	Highlight text / Home > Styles >
43.	Convert table to text (by tabs)	Table Tools > Layout > Data > convert to text  
44.	Move text but not the italics (Keep Source Formatting)	Cut > Paste Special > Keep Source Formatting (K)
45.	Change the Color Scheme of a Diagram	Smart Art Tools > Design > change Colors >
46.	Add Alternative text to table	R click > Table properties ALT TEXT
47.	Convert Table Style (Grid 1 Light-Acct 2)	Table Tools > Design > Table Styles
48.	Inspect & Remove Personal Info	File > check for Issues > Inspect document
49.	Add a Horizontal Scroll shape and add text to it	Insert > Shapes > Stars + Banners Draw shape R click > Add text
50.	Use Go To Feature (Heading)	Home > Editing (Far Right corner) > Find > Go To
51.	Add banded cover page (Delete placeholder)	Insert > Pages > Cover Page >
52.	Change Page Layout after section to landscape	Turn on show / Hide FI / Find Section > Layout > Page Setup Dialog [Land] Apply: [this pt fwd]
53.	Apply a highlight to text (turquoise)	Home > Font >  change color
54.	Format text as WordArt (Gradient Fill- Gray)	Highlight text Home > Font >  Text Effects & Typography
55.	Find & Replace all instances of text simultaneously	Home > Replace > Replace All

Name: _____

Period: _____

56.	Change numbers formatting (from 1-2-3 to A-B-C)	Select List Home > Para > Numbering ▾
57.	Reconfigure the list to start at 5	R Click > Set Numb. value
58.	Merge Cells	Highlight, R Click, Merge
59.	Adjust Column width equally	Click in Table > Table Tools > Layout  Distribute Columns
60.	Modify citation source	References > Manage Sources
61.	Remove background color for picture (Do not crop)	Pic Tools > Format > Color  Set Transparent color
62.	Apply a theme (Ion)	Design > Theme > Find your selection
63.	Apply an offset (Bottom shadow text)	Highlight text Home > Text & Effects  > Shadows
64.	Apply "Metal Frame" picture style	Pic Tools > Format > Picture Styles ▾
65.	Apply Black & White formatting style	Design > Doc Formatting ▾ B+W