

Appendix A

Days 2-5

For each objective

Use screenshots of ribbon, Internet, Word if available, etc.

write how to do in Word. See example.

EXAM 77-725: WORD 2016 CORE

OBJECTIVE NUMBER	MATRIX SKILL	LESSON NUMBER
Create and Manage Documents		
1.1	Create a document	
1.1.1	Create a blank document <i>File, New</i>	1
1.1.2	Create a blank document using a template	1
1.1.3	Open a PDF in Word for editing	3
1.1.4	Insert text from a file or external source	3
1.2	Navigate through a document	
1.2.1	Search for text	2
1.2.2	Insert hyperlinks	9
1.2.3	Create bookmarks	9
1.2.4	Move to a specific location or object in a document	2,9
1.3	Format a Document	
1.3.1	Modify page setup	5
1.3.2	Apply document themes	7
1.3.3	Apply document style sets	7
1.3.4	Insert headers and footers	9
1.3.5	Insert page numbers	9
1.3.6	Format page background elements	7
1.4	Customize Options and Views for Documents	
1.4.1	Change document views	2
1.4.2	Customize views by using zoom settings	2
1.4.3	Customize the Quick Access toolbar	1
1.4.4	Split the window	2
1.4.5	Add document properties	2
1.4.6	Show or hide formatting symbols	1
1.5	Print and Save Documents	
1.5.1	Modify print settings	1

OBJECTIVE NUMBER	MATRIX SKILL	LESSON NUMBER
1.5.2	Save documents in alternative file formats	1
1.5.3	Print all or part of a document	1
1.5.4	Inspect a document for hidden properties or personal information	2
1.5.5	Inspect a document for accessibility issues	2
1.5.6	Inspect a document for compatibility issues	2
Format Text, Paragraphs, and Sections		
2.1	<i>Insert Text and Paragraphs</i>	
2.1.1	Find and replace text	2
2.1.2	Cut, copy and paste text	2
2.1.3	<i>Replace text by using autocorrect</i>	
2.1.4	Insert special characters	7
2.2	<i>Format Text and Paragraphs</i>	
2.2.1	Apply font formatting	3
2.2.2	Apply formatting by using Format Painter	3
2.2.3	Set line and paragraph spacing and indentation	4
2.2.4	Clear formatting	3
2.2.5	Apply a text highlight color to text selections	3
2.2.6	Apply built-in styles to text	3
2.2.7	Change text to WordArt	3
2.3	<i>Order and Group Text and Paragraphs</i>	
2.3.1	Format text in multiple columns	5
2.3.2	Insert page, section, or column breaks	5
2.3.3	Change page setup options for a section	5
Create Tables and Lists		
3.1	<i>Create a Table</i>	
3.1.1	Convert text to tables	6
3.1.2	Convert tables to text	6
3.1.3	Create a table by specifying rows and columns	6
3.1.4	Apply table styles	6
3.2	<i>Modify a Table</i>	
3.2.1	Sort table data	6
3.2.2	Configure cell margins and spacing	6

OBJECTIVE NUMBER	MATRIX SKILL	LESSON NUMBER
3.2.3	Merge and split cells	6
3.2.4	Resize tables, rows, and columns	6
3.2.5	Split tables	6
3.2.6	Configure a repeating row header	6
3.3	Create and Modify a List	
3.3.1	Create a numbered or bulleted list	4
3.3.2	Change bullet characters or number formats for a list level	4
3.3.3	Define a custom bullet character or number format	4
3.3.4	Increase or decrease list levels	4
3.3.5	Restart or continue list numbering	4
3.3.6	Set starting number value	4
	Create and Manage References	
4.1	Create and Manage Reference Markers	
4.1.1	Insert footnotes and endnotes	9
4.1.2	Modify footnote and endnote properties	9
4.1.3	Create bibliography citation sources	9
4.1.4	Modify bibliography citation sources	9
4.1.5	Insert citations for bibliographies	9
4.1.6	Insert figure and table captions	9
4.1.7	Modify caption properties	9
4.2	Create and Manage Simple References	
4.2.1	Insert a standard table of contents	9
4.2.2	Update a table of contents	9
4.2.3	Insert a cover page	9
	Insert and Format Graphic Elements	
5.1	Insert graphic elements	
5.1.1	Insert shapes	8
5.1.2	Insert pictures	8
5.1.3	Insert a screen shot or screen clipping	8
5.1.4	Insert text boxes	7
5.2	Format graphic elements	
5.2.1	Apply artistic effects	8
5.2.2	Apply picture effects	8

OBJECTIVE NUMBER	MATRIX SKILL	LESSON NUMBER
5.2.3	Remove picture backgrounds	8
5.2.4	Format objects	8
5.2.5	Apply a picture style	8
5.2.6	Wrap text around objects	8
5.2.7	Position objects	8
5.2.8	Add alternative text to objects for accessibility	6
5.3	<i>Insert and Format SmartArt Graphics</i>	
5.3.1	Create a SmartArt graphic	8
5.3.2	Format a SmartArt graphic	8
5.3.3	Modify SmartArt graphic content	8

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