



Microsoft Office Word 2016 Syllabus

1. Create and Manage Documents

1.1. Create a Document

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

1.2. Navigate Through a Document

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

1.3. Format a Document

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

1.4. Customize Options and Views for Documents

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

1.5. Print and save documents

- **Inspect a document for hidden properties or personal information**
- **Inspect a document for accessibility issues**
- **Inspect a document for compatibility issues**



2. Format Text, Paragraphs, and Sections

2.1. Insert Text and Paragraphs

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

2.2. Format Text and Paragraphs

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

2.3. Order and Group Text and Paragraphs

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

3. Create Tables and Lists

3.1. Create a Table

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

3.2. Modify a Table

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



3.3. Create and Modify a List

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

4. Create and Manage References

4.1. Create and Manage Reference Markers

- **Insert footnotes and endnotes**
- **Modify footnote and endnote properties**
- **Create bibliography citation sources**
- **Modify bibliography citation sources**
- **Insert citations for bibliographies**
- **Insert figure and table captions**
- **Modify caption properties**

4.2. Create and Manage Simple References

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

5. Insert and Format Graphic Element

5.1. Insert Graphic Elements

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



5.2. Format Graphic Elements

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

5.3. Insert and Format SmartArt Graphics

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

6. Manage document options and settings

6.1. Manage Documents and Templates

- **Manage document versions**
- **Compare and combine multiple documents**
- **Link to external document content**
- **Enable macros in a document**
- **Display hidden ribbon tabs**
- **Change the application default font**

6.2. Prepare Documents for Review

- **Restrict editing**
- **Mark a document as final**
- **Protect a document with a password**

6.3. Manage Document Changes

- **Track changes**
- **Manage tracked changes**
- **Lock or unlock tracking**
- **Add comments**
- **Manage comments**



7. Design advanced documents

7.1. Perform Advanced Editing and Formatting

- **Find and replace formatting and styles**
- **Set advanced page setup layout options**
- **Link text boxes**
- **paragraph pagination options**
- **Resolve style conflicts by using Paste Options**

7.2. Create Styles

- **Create paragraph and character styles**
- **Modify existing styles**

8. Create Advanced References

8.1. Create and Manage Indexes

- **Mark index entries**
- **Create indexes**
- **Update indexes**

8.2. Create and Manage References

- **Customize a table of contents**
- **Insert and modify captions**
- **Create and modify a table of figures**

8.3. Manage Forms, Fields, and Mail Merge Operations

- **Add custom fields**
- **Modify field properties**
- **Perform mail merges**
- **Manage recipient lists**
- **Insert merged fields**
- **Preview merge results**