

# MOS 2016 Word Core Objectives

## **Exam Code 77-725 - Core Document Creation, Collaboration and Communication**

Successful candidates for the Microsoft Word 2016 exam will have a fundamental understanding of the Word environment and the ability to complete tasks independently. They will demonstrate the correct application of the principle features of Word 2016 by creating and editing 2- to 3-page documents for a variety of purposes and situations. Document examples include professional-looking reports, multi-column newsletters, résumés, and business correspondence.

### **1. CREATE AND MANAGE DOCUMENTS**

#### *1.1. Create a Document*

- 1.1.1. Create a blank document
- 1.1.2. Create a blank document using a template
- 1.1.3. Open a PDF in Word for editing
- 1.1.4. Insert text from a file or external source

#### *1.2. Navigate Through a Document*

- 1.2.1. Search for text
- 1.2.2. Insert hyperlinks
- 1.2.3. Create bookmarks
- 1.2.4. Move to a specific location or object in a document

#### *1.3. Format a Document*

- 1.3.1. Modify page setup
- 1.3.2. Apply document themes
- 1.3.3. Apply document style sets
- 1.3.4. Insert headers and footers
- 1.3.5. Insert page numbers
- 1.3.6. Format page background elements

#### *1.4. Customize Options and Views for Documents*

- 1.4.1. Change document views
- 1.4.2. Customize views by using zoom settings
- 1.4.3. Customize the Quick Access toolbar
- 1.4.4. Split the window
- 1.4.5. Add document properties
- 1.4.6. Show or hide formatting symbols

### **2. CREATE AND MANAGE DOCUMENTS**

#### *2.1. Print and Save Documents*

- 2.1.1. Modify print settings
- 2.1.2. Save documents in alternative file formats
- 2.1.3. Print all or part of a document
- 2.1.4. Inspect a document for hidden properties or personal information
- 2.1.5. Inspect a document for accessibility issues
- 2.1.6. Inspect a document for compatibility issues

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## 3. FORMAT TEXT, PARAGRAPHS, AND SECTIONS

### 3.1. *Insert Text and Paragraphs*

- 3.1.1. Find and replace text
- 3.1.2. Cut, copy and paste text
- 3.1.3. Replace text by using AutoCorrect
- 3.1.4. Insert special characters

### 3.2. *Format Text and Paragraphs*

- 3.2.1. Apply font formatting
- 3.2.2. Apply formatting by using Format Painter
- 3.2.3. Set line and paragraph spacing and indentation
- 3.2.4. Clear formatting
- 3.2.5. Apply a text highlight colour to text selections
- 3.2.6. Apply built-in styles to text
- 3.2.7. Change text to WordArt

### 3.3. *Order and Group Text and Paragraphs*

- 3.3.1. Format text in multiple columns
- 3.3.2. Insert page, section, or column breaks
- 3.3.3. Change page setup options for a section

## 4. CREATE TABLES AND LISTS

### 4.1. *Create a Table*

- 4.1.1. Convert text to tables
- 4.1.2. Convert tables to text
- 4.1.3. Create a table by specifying rows and columns

## 5. APPLY TABLE STYLES

### 5.1. *Modify a Table*

- 5.1.1. Sort table data
- 5.1.2. Configure cell margins and spacing
- 5.1.3. Merge and split cells
- 5.1.4. Resize tables, rows, and columns
- 5.1.5. Split tables
- 5.1.6. Configure a repeating row header

### 5.2. *Create and Modify a List*

- 5.2.1. Create a numbered or bulleted list
- 5.2.2. Change bullet characters or number formats for a list level
- 5.2.3. Define a custom bullet character or number format
- 5.2.4. Increase or decrease list levels
- 5.2.5. Restart or continue list numbering
- 5.2.6. Set starting number value

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## 6. CREATE AND MANAGE REFERENCES

### 6.1. *Create and Manage Reference Markers*

- 6.1.1. Insert footnotes and endnotes
- 6.1.2. Modify footnote and endnote properties
- 6.1.3. Create bibliography citation sources
- 6.1.4. Modify bibliography citation sources
- 6.1.5. Insert citations for bibliographies
- 6.1.6. Insert figure and table captions
- 6.1.7. Modify caption properties

### 6.2. *Create and Manage Simple References*

- 6.2.1. Insert a standard table of contents
- 6.2.2. Update a table of contents
- 6.2.3. Insert a cover page

## 7. INSERT AND FORMAT GRAPHIC ELEMENTS

### 7.1. *Insert Graphic Elements*

- 7.1.1. Insert shapes
- 7.1.2. Insert pictures
- 7.1.3. Insert a screen shot or screen clipping
- 7.1.4. Insert text boxes

### 7.2. *Format Graphic Elements*

- 7.2.1. Apply artistic effects
- 7.2.2. Apply picture effects
- 7.2.3. Remove picture backgrounds
- 7.2.4. Format objects
- 7.2.5. Apply a picture style
- 7.2.6. Wrap text around objects
- 7.2.7. Position objects
- 7.2.8. Add alternative text to objects for accessibility

### 7.3. *Insert and Format SmartArt Graphics*

- 7.3.1. Create a SmartArt graphic
- 7.3.2. Format a SmartArt graphic
- 7.3.3. Modify SmartArt graphic content