

# 77-725 Microsoft Office Specialist Word 2016 Core

## Core Document Creation, Collaboration and Communication

Domain	Obj Number	Objective text	Lesson	MOS Practice Test
<b>1</b>	<b>Create and Manage Documents</b>			
	<b>1.1</b>	<b>Create a document</b>		
	1.1.1	create a blank document	<b>1.2, 1.3</b>	
	1.1.2	create a blank document using a template	<b>9.1, 9.2, 9.3</b>	
	1.1.3	open a PDF in Word for editing	<b>1.12</b>	
	1.1.4	insert text from a file or external source	<b>4.10</b>	<b>6</b>
	<b>1.2</b>	<b>Navigate through a document</b>		
	1.2.1	search for text	<b>7.9</b>	<b>1</b>
	1.2.2	insert hyperlinks	<b>3.9, 7.4</b>	<b>6</b>
	1.2.3	create bookmarks	<b>7.4</b>	<b>5</b>
	1.2.4	move to a specific location or object in a document	<b>7.9</b>	
	<b>1.3</b>	<b>Format a Document</b>		
	1.3.1	modify page setup	<b>6.1, 6.2, 6.3</b>	<b>1, 4</b>
	1.3.2	apply document themes	<b>9.2</b>	
	1.3.3	apply document style sets	<b>3.9</b>	<b>6</b>
	1.3.4	insert headers and footers	<b>7.1</b>	<b>7</b>
	1.3.5	insert page numbers	<b>7.2</b>	<b>3</b>
	1.3.6	format page background elements	<b>6.3, 6.4</b>	<b>4</b>
	<b>1.4</b>	<b>Customize Options and Views for Documents</b>		
	1.4.1	change document views	<b>1.2</b>	
	1.4.2	customize views by using zoom settings	<b>1.2, 1.3</b>	
	1.4.3	customize the Quick Access toolbar	<b>1.10</b>	
	1.4.4	split the window	<b>7.9</b>	
	1.4.5	add document properties	<b>1.11</b>	
	1.4.6	show or hide formatting symbols	<b>3.1</b>	<b>7</b>

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	<b>1.5</b>	<b>Print and Save Documents</b>		
	1.5.1	modify print settings	1.5	
	1.5.2	save documents in alternative file formats	1.5	
	1.5.3	print all or part of a document	1.5	
	1.5.4	inspect a document for hidden properties or personal information	1.11	2
	1.5.5	inspect a document for accessibility issues	8.9	
	1.5.6	inspect a document for compatibility issues	8.9	
<b>2</b>	<b>Format Text, Paragraphs, and Sections</b>			
	<b>2.1</b>	<b>Insert Text and Paragraphs</b>		
	2.1.1	find and replace text	3.6	1
	2.1.2	cut, copy and paste text	1.8	
	2.1.3	replace text by using AutoCorrect	2.4	
	2.1.4	insert special characters	2.2	6
	<b>2.2</b>	<b>Format Text and Paragraphs</b>		
	2.2.1	apply font formatting	2.1, 2.2	2, 6
	2.2.2	apply formatting by using Format Painter	2.3	
	2.2.3	set line and paragraph spacing and indentation	3.1, 3.3	1
	2.2.4	clear formatting	2.1	7
	2.2.5	apply a text highlight color to text selections	2.3	
	2.2.6	apply built-in styles to text	3.8	1
	2.2.7	change text to WordArt	8.5, 8.9	5
	<b>2.3</b>	<b>Order and Group Text and Paragraphs</b>		
	2.3.1	format text in multiple columns	6.1	4
	2.3.2	insert page, section, or column breaks	6.2, 6.3, 7.2	1
	2.3.3	change page setup options for a section	6.3, 7.3	
<b>3</b>	<b>Create Tables and Lists</b>			
	<b>3.1</b>	<b>Create a Table</b>		
	3.1.1	convert text to tables	5.2	5
	3.1.2	convert tables to text	5.4	
	3.1.3	create a table by specifying rows and columns	4.1	
	3.1.4	apply table styles	4.4	

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	<b>3.2</b>	<b>Modify a Table</b>		
	3.2.1	sort table data	4.5	3
	3.2.2	configure cell margins and spacing	4.3	
	3.2.3	merge and split cells	4.2	7
	3.2.4	resize tables, rows, and columns	4.1, 4.3, 4.6	7
	3.2.5	split tables	4.7	
	3.2.6	configure a repeating row header	4.7	
	<b>3.3</b>	<b>Create and Modify a List</b>		
	3.3.1	create a numbered or bulleted list	2.2, 3.4	2
	3.3.2	change bullet characters or number formats for a list level	3.4	
	3.3.3	define a custom bullet character or number format	3.4	2
	3.3.4	increase or decrease list levels	3.4	2
	3.3.5	restart or continue list numbering	3.4	
	3.3.6	set starting number value	3.4	
<b>4</b>	<b>Create and Manage References</b>			
	<b>4.1</b>	<b>Create and Manage Reference Markers</b>		
	4.1.1	insert footnotes and endnotes	7.8	
	4.1.2	modify footnote and endnote properties	7.8	
	4.1.3	create bibliography citation sources	7.6	
	4.1.4	modify bibliography citation sources	7.6	3
	4.1.5	insert citations for bibliographies	7.6	
	4.1.6	insert figure and table captions	7.7	
	4.1.7	modify caption properties	7.7	
	<b>4.2</b>	<b>Create and Manage Simple References</b>		
	4.2.1	insert a standard table of contents	7.5	
	4.2.2	update a table of contents	7.5	3
	4.2.3	insert a cover page	1.11, 6.4	3
<b>5</b>	<b>Insert and Format Graphic Elements</b>			
	<b>5.1</b>	<b>Insert Graphic Elements</b>		
	5.1.1	insert shapes	8.4	
	5.1.2	insert pictures	8.1, 8.8	2
	5.1.3	insert a screen shot or screen clipping	8.7	
	5.1.4	insert text boxes	8.5	5

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	<b>5.2</b>	<b>Format Graphic Elements</b>		
	5.2.1	apply artistic effects	<b>8.8</b>	
	5.2.2	apply picture effects	<b>8.8</b>	
	5.2.3	remove picture backgrounds	<b>8.8</b>	
	5.2.4	format objects	<b>8.1, 8.2, 8.4, 8.6</b>	
	5.2.5	apply a picture style	<b>8.2</b>	<b>4</b>
	5.2.6	wrap text around objects	<b>8.1, 8.3</b>	<b>2, 4</b>
	5.2.7	position objects	<b>8.1, 8.3</b>	<b>4</b>
	5.2.8	add alternative text to objects for accessibility	<b>8.9</b>	
	<b>5.3</b>	<b>Insert and Format SmartArt Graphics</b>		
	5.3.1	create a SmartArt graphic	<b>8.4</b>	
	5.3.2	format a SmartArt graphic	<b>8.4</b>	
	5.3.3	modify SmartArt graphic content	<b>8.4</b>	<b>5</b>