	B.E. Publishing		
	Correlations to *The Office Specialist.com, 2E* to Microsoft Office Specialist Word 2016 Core (77-725)		
	Core Document Creation, Collaboration and Communication		
Domain	**Objective Number**	**Objective Text**	**Project Number**
1	**Create and Manage Documents**		
	1.1	**Create a Document**	
	1.1.1	Create a blank document	**1.1-1.12, 1.14-1.17, 1.19-1.24**
	1.1.2	Create a blank document using a template	**1.18**
	1.1.3	Open a PDF in Word for editing	**1.4**
	1.1.4	Insert text from a file or external source	**1.11**
	1.2	**Navigate Through a Document**	
	1.2.1	Search for text	**1.5, 1.23**
	1.2.2	Insert hyperlinks	**1.7, 1.20, 1.24**
	1.2.3	Create bookmarks	**1.24**
	1.2.4	Move to a specific location or object in a document	**1.23**
	1.3	**Format a Document**	
	1.3.1	Modify page setup	**1.2, 1.3, 1.5, 1.7-1.11, 1.13, 1.16, 1.17, 1.19-1.23**
	1.3.2	Apply document themes	**1.18**
	1.3.3	Apply document style sets	**1.24**
	1.3.4	Insert headers and footers	**1.4, 1.5, 1.9, 1.10, 1.13-1.15, 1.17 1.19, 1.21**
	1.3.5	Insert page numbers	**1.13, 1.14, 1.17, 1.19**
	1.3.6	Format page background elements	**1.6, 1.8, 1.11, 1.17**
	1.4	**Customize Options and Views for Documents**	
	1.4.1	Change document views	**1.1, 1.5**
	1.4.2	Customize views by using zoom settings	**1.2, 1.3**
	1.4.3	Customize the Quick Access toolbar	**1.10**
	1.4.4	Split the window	**1.14**
	1.4.5	Add document properties	**1.9, 1.10**
	1.4.6	Show or hide formatting symbols	**1.1**
	1.5	**Print and Save Documents**	
	1.5.1	Modify print settings	**1.17**
	1.5.2	Save documents in alternative file formats	**1.13**
	1.5.3	Print all or part of a document	**All Projects**
	1.5.4	Inspect a document for hidden properties or personal information	**1.9**
	1.5.5	Inspect a document for accessibility issues	**1.7**
	1.5.6	Inspect a document for compatibility issues	**1.7**
2	**Format Text, Paragraphs, and Sections**		
	2.1	**Insert Text and Paragraphs**	
	2.1.1	Find and replace text	**1.5, 1.23**
	2.1.2	Cut, copy and paste text	**1.5, 1.21, 1.22, 1.24**
	2.1.3	Replace text by using AutoCorrect	**1.11**
	2.1.4	Insert special characters	**1.7**
	2.2	**Format Text and Paragraphs**	
	2.2.1	Apply font formatting	**1.2-1.4, 1.6-1.17, 1.19-1.23**
	2.2.2	Apply formatting by using Format Painter	**1.2, 1.3**

Domain	Objective Number	Objective Text	Project Number
	2.2.3	Set line and paragraph spacing and indentation	1.5, 1.6, 1.9-1.12, 1.14-1.17, 1.19-1.22
	2.2.4	Clear formatting	1.3
	2.2.5	Apply a text highlight color to text selections	1.3
	2.2.6	Apply built-in styles to text	1.23, 1.24
	2.2.7	Change text to WordArt	1.6, 1.8, 1.12, 1.16
	2.3	**Order and Group Text and Paragraphs**	
	2.3.1	Format text in multiple columns	1.5, 1.20
	2.3.2	Insert page, section, or column breaks	1.5, 1.14, 1.15, 1.19, 1.20, 1.23
	2.3.3	Change page setup options for a section	1.23
3	**Create Tables and Lists**		
	3.1	**Create a Table**	
	3.1.1	Convert text to tables	1.19, 1.21
	3.1.2	Convert tables to text	1.23
	3.1.3	Create a table by specifying rows and columns	1.15, 1.20, 1.22, 1.23
	3.1.4	Apply table styles	1.21
	3.2	**Modify a Table**	
	3.2.1	Sort table data	1.22
	3.2.2	Configure cell margins and spacing	1.22
	3.2.3	Merge and split cells	1.21, 1.22
	3.2.4	Resize tables, rows, and columns	1.15, 1.19, 1.23
	3.2.5	Split tables	1.22
	3.2.6	Configure a repeating row header	1.22
	3.3	**Create and Modify a List**	
	3.3.1	Create a numbered or bulleted list	1.5, 1.7-1.10, 1.12, 1.13
	3.3.2	Change bullet characters or number formats for a list level	1.5
	3.3.3	Define a custom bullet character or number format	1.6
	3.3.4	Increase or decrease list levels	1.5
	3.3.5	Restart or continue list numbering	1.5
	3.3.6	Set starting number value	1.5
4	**Create and Manage References**		
	4.1	**Create and Manage Reference Markers**	
	4.1.1	Insert footnotes and endnotes	1.17
	4.1.2	Modify footnote and endnote properties	1.17
	4.1.3	Create bibliography citation sources	1.14, 1.15
	4.1.4	Modify bibliography citation sources	1.14, 1.15
	4.1.5	Insert citations for bibliographies	1.14, 1.15
	4.1.6	Insert figure and table captions	1.15, 1.20
	4.1.7	Modify caption properties	1.15, 1.20
	4.2	**Create and Manage Simple References**	
	4.2.1	Insert a standard table of contents	1.23
	4.2.2	Update a table of contents	1.23
	4.2.3	Insert a cover page	1.14, 1.15
5	**Insert and Format Graphic Elements**		
	5.1	**Insert Graphic Elements**	
	5.1.1	Insert shapes	1.12, 1.16, 1.20

Domain	Objective Number	Objective Text	Project Number
	5.1.2	Insert pictures	**1.3, 1.6-1.21, 1.24**
	5.1.3	Insert a screen shot or screen clipping	**1.20**
	5.1.4	Insert text boxes	**1.8, 1.9, 1.11, 1.16, 1.21**
	5.2	**Format Graphic Elements**	
	5.2.1	Apply artistic effects	**1.6**
	5.2.2	Apply picture effects	**1.3**
	5.2.3	Remove picture backgrounds	**1.6**
	5.2.4	Format objects	**1.3, 1.6-1.10, 1.12-1.21, 1.24**
	5.2.5	Apply a picture style	**1.3**
	5.2.6	Wrap text around objects	**1.3, 1.6-1.12, 1.16-1.18, 1.20, 1.21, 1.24**
	5.2.7	Position objects	**1.3, 1.6-1.13, 1.16-1.21, 1.24**
	5.2.8	Add alternative text to objects for accessibility	**1.7**
	5.3	**Insert and Format SmartArt Graphics**	
	5.3.1	Create a SmartArt graphic	**1.16**
	5.3.2	Format a SmartArt graphic	**1.16**
	5.3.3	Modify SmartArt graphic content	**1.16**

B.E. Publishing Correlations to *The Office Specialist.com, 2E* to Microsoft Office Specialist Excel 2016 Core (77-727) Core Data Analysis, Manipulation, and Presentation			
Domain	**Objective Number**	**Objective Text**	**Project Number**
1	**Create and Manage Worksheets and Workbooks**		
	1.1	**Create Worksheets and Workbooks**	
	1.1.1	Create a workbook	**2.1-2.4, 2.6-2.12, 2.14-2.17, 2.19-2.25**
	1.1.2	Import data from a delimited text file	**2.14**
	1.1.3	Add a worksheet to an existing workbook	**2.5, 2.6, 2.9, 2.24**
	1.1.4	Copy and move a worksheet	**2.5, 2.6, 2.14, 2.24**
	1.2	**Navigate in Worksheets and Workbooks**	
	1.2.1	Search for data within a workbook	**2.12**
	1.2.2	Navigate to a named cell, range, or workbook element	**2.2**
	1.2.3	Insert and remove hyperlinks	**2.15**
	1.3	**Format Worksheets and Workbooks**	
	1.3.1	Change worksheet tab color	**2.5**
	1.3.2	Rename a worksheet	**2.5, 2.6, 2.14, 2.21, 2.24, 2.25**
	1.3.3	Change worksheet order	**2.5, 2.6, 2.24**
	1.3.4	Modify page setup	**2.2, 2.3, 2.6, 2.7, 2.9-2.11, 2.13, 2.15-2.18, 2.22**
	1.3.5	Insert and delete columns or rows	**2.1, 2.2, 2.5, 2.6, 2.9, 2.11-2.16**
	1.3.6	Change workbook themes	**2.15-2.18, 2.22, 2.25**
	1.3.7	Adjust row height and column width	**All Projects**
	1.3.8	Insert headers and footers	**2.9**
	1.4	**Customize Options and Views for Worksheets and Workbooks**	
	1.4.1	Hide or unhide worksheets	**2.6**
	1.4.2	Hide or unhide columns and rows	**2.6, 2.17, 2.21**
	1.4.3	Customize the Quick Access toolbar	**2.1**
	1.4.4	Change workbook views	**2.2**
	1.4.5	Change window views	**2.2**
	1.4.6	Modify document properties	**2.3**
	1.4.7	Change magnification by using zoom tools	**2.3**
	1.4.8	Display formulas	**2.10-2.13, 2.16, 2.17**
	1.5	**Configure Worksheets and Workbooks for Distribution**	
	1.5.1	Set a print area	**2.3, 2.13**
	1.5.2	Save workbooks in alternative file formats	**2.15**
	1.5.3	Print all or part of a workbook	**All Projects**
	1.5.4	Set print scaling	**2.2, 2.4, 2.6-2.10, 2.12, 2.13, 2.16, 2.19, 2.21, 2.22**
	1.5.5	Display repeating row and column titles on multipage worksheets	**2.15, 2.16**
	1.5.6	Inspect a workbook for hidden properties or personal information	**2.15**
	1.5.7	Inspect a workbook for accessibility issues	**2.19**
	1.5.8	Inspect a workbook for compatibility issues	**2.19**
2	**Manage Data Cells and Ranges**		
	2.1	**Insert Data in Cells and Ranges**	
	2.1.1	Replace data	**2.12**
	2.1.2	Cut, copy, or paste data	**2.3, 2.4, 2.6, 2.9, 2.12, 2.14-2.16, 2.20**
	2.1.3	Paste data by using special paste options	**2.6**

Domain	Objective Number	Objective Text	Project Number
	2.1.4	Fill cells by using Auto Fill	**2.10, 2.20, 2.25**
	2.1.5	Insert and delete cells	**2.4**
	2.2	**Format Cells and Ranges**	
	2.2.1	Merge cells	**2.4, 2.7-2.9, 2.11, 2.12, 2.14-2.17, 2.19-2.23, 2.25**
	2.2.2	Modify cell alignment and indentation	**2.4, 2.6-2.9, 2.11, 2.12, 2.14-2.25**
	2.2.3	Format cells by using Format Painter	**2.5**
	2.2.4	Wrap text within cells	**2.4, 2.17**
	2.2.5	Apply number formats	**2.3, 2.7, 2.10-2.13, 2.16, 2.17, 2.19-2.22, 2.24**
	2.2.6	Apply cell formats	**2.3-2.13, 2.15-2.25**
	2.2.7	Apply cell styles	**2.7, 2.20**
	2.3	**Summarize and Organize Data**	
	2.3.1	Insert sparklines	**2.22**
	2.3.2	Outline data	**2.18**
	2.3.3	Insert subtotals	**2.18**
	2.3.4	Apply conditional formatting	**2.20**
3	**Create Tables**		
	3.1	**Create and Manage Tables**	
	3.1.1	Create an Excel table from a cell range	**2.11**
	3.1.2	Convert a table to a cell range	**2.14**
	3.1.3	Add or remove table rows and columns	**2.14**
	3.2	**Manage Table Styles and Options**	
	3.2.1	Apply styles to tables	**2.11**
	3.2.2	Configure table style options	**2.11**
	3.2.3	Insert total rows	**2.11**
	3.3	**Filter and Sort a Table**	
	3.3.1	Filter records	**2.14**
	3.3.2	Sort data by multiple columns	**2.9, 2.11, 2.12, 2.14, 2.15, 2.18, 2.21, 2.25**
	3.3.3	Change sort order	**2.9**
	3.3.4	Remove duplicate records	**2.19, 2.21**
4	**Perform Operations with Formulas and Functions**		
	4.1	**Summarize Data by Using Functions**	
	4.1.1	Insert references	**2.10, 2.11, 2.13, 2.16, 2.19-2.21, 2.23, 2.24**
	4.1.2	Perform calculations by using the SUM function	**2.12, 2.19, 2.21, 2.24**
	4.1.3	Perform calculations by using MIN and MAX functions	**2.16**
	4.1.4	Perform calculations by using the COUNT function	**2.16, 2.22**
	4.1.5	Perform calculations by using the AVERAGE function	**2.16, 2.22**
	4.2	**Perform Conditional Operations by Using Functions**	
	4.2.1	Perform logical operations by using the IF function	**2.17**
	4.2.2	Perform logical operations by using the SUMIF function	**2.17**
	4.2.3	Perform logical operations by using the AVERAGEIF function	**2.17**
	4.2.4	Perform statistical operations by using the COUNTIF function	**2.17**
	4.3	**Format and Modify Text by Using Functions**	
	4.3.1	Format text by using RIGHT, LEFT, and MID functions	**2.13, 2.17**
	4.3.2	Format text by using UPPER, LOWER, and PROPER functions	**2.13**
	4.3.3	Format text by using the CONCATENATE function	**2.13, 2.16**
5	**Create Charts and Objects**		

Domain	Objective Number	Objective Text	Project Number
	5.1	**Create Charts**	
	5.1.1	Create a new chart	**2.21, 2.23-2.25**
	5.1.2	Add additional data series	**2.24**
	5.1.3	Switch between rows and columns in source data	**2.24**
	5.1.4	Analyze data by using Quick Analysis	**2.23**
	5.2	**Format Charts**	
	5.2.1	Resize charts	**2.23, 2.24**
	5.2.2	Add and modify chart elements	**2.25**
	5.2.3	Apply chart layouts and styles	**2.25**
	5.2.4	Move charts to a chart sheet	**2.21, 2.25**
	5.3	**Insert and Format Objects**	
	5.3.1	Insert text boxes and shapes	**2.8, 2.9**
	5.3.2	Insert images	**2.8, 2.9, 2.19**
	5.3.3	Modify object properties	**2.8, 2.9, 2.19**
	5.3.4	Add alternative text to objects for accessibility	**2.19**

	B.E. Publishing Correlations to *The Office Specialist.com, 2E* to Microsoft Office Specialist PowerPoint 2016 Core (77-729)		
	Core Presentation Design and Delivery Skills		
Domain	**Objective Number**	**Objective Text**	**Project Number**
1	**Create and Manage Presentations**		
	1.1	**Create a Presentation**	
	1.1.1	Create a new presentation	**3.1-3.8, 3.10-3.14, 3.16, 3.17, 3.19**
	1.1.2	Create a presentation based on a template	**3.18**
	1.1.3	Import Word document outlines	**3.9**
	1.2	**Insert and Format Slides**	
	1.2.1	Insert specific slide layouts	**3.1-3.14, 3.16, 3.17, 3.19**
	1.2.2	Duplicate existing slides	**3.5**
	1.2.3	Hide and unhide slides	**3.3**
	1.2.4	Delete slides	**3.1, 3.9, 3.18**
	1.2.5	Apply a different slide layout	**3.1, 3.3, 3.4, 3.8, 3.9, 3.19**
	1.2.6	Modify individual slide backgrounds	**3.1, 3.3, 3.4, 3.6-3.9**
	1.2.7	Insert slide headers, footers, and page numbers	**3.17, 3.19**
	1.3	**Modify Slides, Handouts, and Notes**	
	1.3.1	Change the Slide Master theme or background	**3.17-3.19**
	1.3.2	Modify Slide Master content	**3.17-3.19**
	1.3.3	Create a slide layout	**3.17**
	1.3.4	Modify a slide layout	**3.17**
	1.3.5	Modify the Handout Master	**3.17**
	1.3.6	Modify the Notes Master	**3.17**
	1.4	**Order and Group Slides**	
	1.4.1	Create sections	**3.15**
	1.4.2	Modify slide order	**3.15, 3.16, 3.18**
	1.4.3	Rename sections	**3.15**
	1.5	**Change Presentation Options and Views**	
	1.5.1	Change slide size	**3.4, 3.5**
	1.5.2	Change views of a presentation	**3.4, 3.9**
	1.5.3	Set file properties	**3.4**
	1.6	**Configure a Presentation for Print**	
	1.6.1	Print all or part of a presentation	**All Projects**
	1.6.2	Print notes pages	**3.9**
	1.6.3	Print handouts	**3.9**
	1.6.4	Print in color, grayscale, or black and white	**3.5**
	1.7	**Configure and Present a Slide Show**	

Domain	Objective Number	Objective Text	Project Number
	1.7.1	Create custom slide shows	**3.12**
	1.7.2	Configure slide show options	**3.6, 3.8, 3.13, 3.14, 3.16, 3.19**
	1.7.3	Rehearse slide show timing	**3.14, 3.16, 3.19**
	1.7.4	Present a slide show by using Presenter View	**3.12**
2	**Insert and Format Text, Shapes, and Images**		
	2.1	**Insert and Format Text**	
	2.1.1	Insert text on a slide	**3.1-3.4, 3.6-3.9, 3.11-3.14, 3.16-3.19**
	2.1.2	Apply formatting and styles to text	**3.2, 3.3, 3.6-3.8, 3.12-3.14, 3.19**
	2.1.3	Apply WordArt styles to text	**3.3**
	2.1.4	Format text in multiple columns	**3.2, 3.6**
	2.1.5	Create bulleted and numbered lists	**3.7**
	2.1.6	Insert hyperlinks	**3.11**
	2.2	**Insert and Format Shapes and Text Boxes**	
	2.2.1	Insert or replace shapes	**3.2, 3.5-3.7, 3.9-3.13**
	2.2.2	Insert text boxes	**3.2**
	2.2.3	Resize shapes and text boxes	**3.2, 3.5-3.7, 3.9, 3.12**
	2.2.4	Format shapes and text boxes	**3.5-3.7, 3.9, 3.11-3.14, 3.19**
	2.2.5	Apply styles to shapes and text boxes	**3.6**
	2.3	**Insert and Format Images**	
	2.3.1	Insert images	**3.1, 3.3-3.19**
	2.3.2	Resize and crop images	**3.1, 3.4-3.19**
	2.3.3	Apply styles and effects	**3.4, 3.6, 3.8, 3.9, 3.15**
	2.4	**Order and Group Objects**	
	2.4.1	Order objects	**3.11-3.13**
	2.4.2	Align objects	**3.2, 3.5, 3.6**
	2.4.3	Group objects	**3.7, 3.9**
	2.4.4	Display alignment tools	**3.5**
3	**Insert Tables, Charts, SmartArt, and Media**		
	3.1	**Insert and Format Tables**	
	3.1.1	Create a table	**3.13**
	3.1.2	Insert and delete table rows and columns	**3.13**
	3.1.3	Apply table styles	**3.13**
	3.1.4	Import a table	**3.12, 3.14**
	3.2	**Insert and Format Charts**	
	3.2.1	Create a chart	**3.12**
	3.2.2	Import a chart	**3.19**
	3.2.3	change the chart type	**3.19**
	3.2.4	Add a legend to a chart	**3.19**

Domain	Objective Number	Objective Text	Project Number
	3.2.5	Change the chart style of a chart	**3.19**
	3.3	**Insert and Format SmartArt Graphics**	
	3.3.1	Create SmartArt graphics	**3.7, 3.8**
	3.3.2	Convert lists to SmartArt graphics	**3.8, 3.11**
	3.3.3	Add shapes to SmartArt graphics	**3.8**
	3.3.4	Reorder shapes in SmartArt graphics	**3.8**
	3.3.5	Change the color of SmartArt graphics	**3.8, 3.11**
	3.4	**Insert and Manage Media**	
	3.4.1	Insert audio and video clips	**3.16**
	3.4.2	Configure media playback options	**3.16**
	3.4.3	Adjust media window size	**3.16**
	3.4.4	Set the video start and stop time	**3.16**
	3.4.5	Set media timing options	**3.16**
4	**Apply Transitions and Animations**		
	4.1	**Apply Slide Transitions**	
	4.1.1	Insert slide transitions	**3.6, 3.11-3.14, 3.16, 3.17, 3.19**
	4.1.2	Set transition effect options	**3.3, 3.11-3.14, 3.16, 3.17, 3.19**
	4.2	**Animate Slide Content**	
	4.2.1	Apply animations to objects	**3.7-3.9, 3.11**
	4.2.2	Apply animations to text	**3.7-3.9, 3.12, 3.19**
	4.2.3	Set animation effect options	**3.8, 3.11, 3.12**
	4.2.4	Set animation paths	**3.2**
	4.3	**Set Timing for Transitions and Animations**	
	4.3.1	Set transition effect duration	**3.6, 3.8, 3.11, 3.13**
	4.3.2	Configure transition start and finish options	**3.6, 3.8, 3.9, 3.11, 3.13**
	4.3.3	Reorder animations on a slide	**3.7**
5	**Manage Multiple Presentations**		
	5.1	**Merge Content from Multiple Presentations**	
	5.1.1	Insert slides from another presentation	**3.16**
	5.1.2	Compare two presentations	**3.16**
	5.1.3	Insert comments	**3.10**
	5.1.4	Review comments	**3.10**
	5.2	**Finalize Presentations**	
	5.2.1	Protect a presentation	**3.10**
	5.2.2	Inspect a presentation	**3.10**
	5.2.3	Proof a presentation	**All Projects**
	5.2.4	Preserve presentation content	**3.16**
	5.2.5	Export presentations to other formats	**3.11**