

Microsoft Word Expert 2019/Office 365

Student Study Guide

Microsoft License Terms

This courseware is the copyrighted work of Microsoft and/or its suppliers, and is licensed, not sold, to you. Microsoft grants you a license to use this courseware, but only in accordance with the "Guidelines" below. Except as expressly provided for herein, you may not copy, adapt, modify, prepare derivative works of, distribute, publicly display, sell or use this courseware, in whole or in part, for any commercial purpose without the express prior written consent of Microsoft Corporation.

This courseware is provided to you "as-is." Microsoft makes no warranties as to this courseware, express or implied. MICROSOFT CORPORATION HEREBY DISCLAIMS ALL WARRANTIES AND CONDITIONS WITH REGARD TO THE SOFTWARE, INCLUDING ALL WARRANTIES AND CONDITIONS OF MERCHANTABILITY, WHETHER EXPRESS, IMPLIED OR STATUTORY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT. Microsoft may change or alter the information in this courseware, including URL and other Internet Web site references, without notice to you.

Examples depicted herein are provided for illustration purposes only and are fictitious. No real association or connection is intended or should be inferred.

This courseware does not provide you with any legal rights to any intellectual property in or to any Microsoft products.

The Microsoft [Terms of Use](#) are incorporated herein by reference.

Guidelines

This courseware is only for use by instructors and only to teach a class for current Microsoft Imagine Academy program members. If you are not an instructor, you are not permitted to use this courseware. The following terms apply to your use of this courseware:

- You may distribute this courseware only to those students enrolled in your class using the courseware, or publish this courseware on a secured website that is restricted to students enrolled in that class, provided that if you distribute this courseware:
 - you will not grant any rights to copy, adapt, modify, prepare derivative works of, distribute, publicly display or sell this courseware;
 - you may not distribute this courseware under terms that would permit commercial use, or under terms that purport to require that this courseware, in whole or in part, be sublicensed to others or redistributable at no charge; and
 - you will maintain and not alter, obscure or remove any copyright or other protective notices, identifications or branding in or on the courseware.
- If you are using this courseware in Microsoft OneNote format, you may use supplemental materials in addition to and in conjunction with your classes, provided that you:
 - will only use supplemental materials developed by you and not by, or in collaboration with, any third party;
 - clearly differentiate the supplemental materials from the Microsoft content, including this courseware, by inserting prominent notice on the supplemental materials clearly indicating to students that they are not Microsoft materials. Such notices must: (i) clearly identify the supplemental materials, and (ii) not state or imply that Microsoft authored or endorsed the supplemental materials; and
 - warrant and represent that the supplemental materials will not infringe or violate any intellectual property, proprietary, personal or any other rights of any third party.

Table of Contents

Introduction.....	4
Study Guide Features.....	4
Strategies for Success	5
Software Requirements.....	6
Additional Information and Resources.....	6
Project 1	6
Project 2.....	9
Project 3.....	12
Learning Directory.....	16



Introduction

Welcome to the Microsoft Word Expert 2019 Student Study Guide. This guide prepares you for Microsoft Office Specialist: Microsoft Word Expert (Word and Word 2019) certification exam. Preparing for certification is exciting! Employers around the world recognize Microsoft certifications as premier technical certifications. Certifications give you a professional edge by providing globally recognized industry endorsed evidence of skills mastery, demonstrating your abilities and willingness to embrace new technologies. Gaining these skills and certifying can unlock your potential and opportunities.

The Student Study Guide includes three 50-minute hands-on projects to help you assess your readiness for the exam. These scenario-based projects consist of multiple real-world tasks that map to exam objectives. Each project covers approximately 35 exam objectives, allowing ample opportunity to gain certification skills through practice and preparation.



Study Guide Features

The following Study Guide features were designed and structured to support achievement of the [*MO-101: Microsoft Word Expert \(Word and Word 2019\)*](#) certification exam.



Scenario

This Study Guide is based around a single business scenario that unifies all project tasks and gives you a single focus for applying what you learn. As tasks are completed, you will build advanced skills with Microsoft Word while navigating common workplace responsibilities.

The Scenario: Munson's Pickles and Preserves started as a small farm market focused on fresh produce. Due to the success of the business, coupled with the family's passion for greenery, Munson's is now considering expanding the business to include a flower and plant nursery. Envision yourself as a Munson's Pickles and Preserves Farm employee tasked with evaluating and researching the potential flower and plant nursery expansion. Your collected research and data will guide the future development and expansion of the farm.



Projects

The Student Study Guide is divided into three different projects. Projects include a set of up to 22 tasks to be completed within approximately 50 minutes to simulate the certification exam environment. Based on exam [MO-101: Microsoft Word Expert \(Word and Word 2019\)](#), each task addresses specific objectives to assess your knowledge of the application in a real-world context.



Data Files/Media Files

The Project Files folder contains all data and media files. These resources are the starter and supporting files that you will use to complete the projects.



Learning Directory

The Learning Directory provides a table which includes certification exam objectives, online resources, step-by-step guidance for practice of skills, along with mapping to the Study Guide projects and the MSIA Microsoft Word Expert 2019 course. This directory allows you the ability to focus on specific concepts to improve competency with Microsoft Word Expert 2019.



Strategies for Success

- Before beginning each task, read the instructions carefully to ensure the task is performed correctly
- As you move through the project, use the checkbox provided as an organizational tool to track completion
- If you have difficulty completing a task, utilize the Learning Directory to research and practice specific concepts until mastery
- If a project task instructs you to enter "specific text," the text in quotation marks indicates what you will input into the document. The comma inside the quotations should not be included.
- Consider completing all three projects to cover each exam objective
- The Learning Directory may only address one or two options for completion, but there may be multiple ways to complete each project task correctly



Software Requirements

In preparation of using the Student Study Guide, ensure you have a computer with:

- Office 2019 or Office 365



Additional Information and Resources

- To learn more about Microsoft Office certifications, visit [Microsoft Office Certification](#)
- To view the Certiport Microsoft Office Specialist 365 and 2019 Exam Tutorial, visit [Certiport Exam Tutorial](#)

Project 1

Instructions: In this project there are 21 tasks based on the exam objectives for Exam MO-101: Microsoft Word Expert (Word and Word 2019). For each exam objective, complete the task(s) using the supporting files listed below under **Resources**. After each task is completed, check the task box to mark as complete.

Note: Refer to the Learning Directory for step-by-step guidance and additional resources, if needed.



Indicates certification exam objectives that are computer settings

Resources: Download files listed below before beginning tasks

- **Project1_datafile.docm** in the **Project_Files** folder
- **text.docx** in the **Project_Files** folder
- **list.docx** in the **Project_Files** folder

Project 1 Tasks



1.1.5 Enable macros in a document

- Open Project1_datafile.docm and Enable macros



1.1.6 Customize the Quick Access toolbar

- Add Read Aloud and Spelling & Grammar to the Quick Access Toolbar

1.1.7 Display hidden ribbon tabs

- Display the Developer tab

1.1.8 Change the Normal template default font

- Change the Normal template default font to 12pt Arial

2.3.1 Create paragraph and character styles

- Create a new paragraph Style named "Munsons" with the font set to "Arial Nova" 13pt

3.2.2: Create custom font sets

- Create a Custom Font set named Munsons with the Heading font Arial Black and the Body font Arial

1.3.1 Configure editing and display languages

- Add an additional editing Language to Word (Example: add Spanish, Filipino, or Dutch)

Note: Restarting Office is not necessary to complete project

1.3.2 Use language-specific features

- Set your native language as the default Display Language

Note: Restarting Office is not necessary to complete project

3.1.1 Create Quick Parts

- Create a Quick Part for the first three lines of text, beginning with "Munson's" and ending with "10215" then format the Quick Part as follows:

Name: Munson's Address

Gallery: Quick Parts

Category: General

Description: current address

Save in: Normal

Options: Insert content in its own paragraph

2.1.3 Apply Paste Options

- Open the text.docx file and copy the text in the scroll shape. Then, return to the Project1.docx and paste the text to Merge Formatting at the end of the paragraph that begins with "Munson's would like to expand the farm to include." Close the text.docx document

4.1.3 Insert standard content controls

- Insert a double space after the "Munson's Pickles and Preserves Farm" address then insert a Date Picker Content Control on the new line

4.1.4 Configure standard content controls

- Modify the Date Picker Properties so the title is "Current Date" and the date format is Month Day, Year (example: January 1, 2020)

1.1.4 Link to external document content

- Save the list.docx to your local folder and then link the list.docx document to the text "identified plants and flower list" located in the paragraph beginning with "To minimize the initial cost"

2.2.2 Set paragraph pagination options

- Set the paragraph pagination so the paragraph beginning with "Munson's would like to expand" and ending with "zones in the United States." text remains together

4.3.4 Create merged documents, labels, and envelopes

- Start a Mail Merge Letter with a New List and include the recipients below. Then, name the list "Zones" in the Document Source folder

First Name	Last Name	Address Line 1	City	State	Zip	Email address	Zone
Amal	Padilla	234 Main Street	Harlem	Montana	59526	Amal@example.com	Zone 3
Andree	Meilleur	789 Elm Street	Casper	Wyoming	82601	Andree@example.com	Zone 4

4.3.2 Insert merged fields

- Insert the following fields:
 - Address Block quadruple spaced (4 lines) below the date
 - Greeting Block double spaced (2 lines) below the Address Block
 - The Zone information in the paragraph beginning with "To minimize the initial cost" following the text "potential business partner for"

4.3.1 Manage recipient lists

- Add the following information to the recipient list:

First Name	Last name	Address Line 1	City	State	Zip	Email address	Zone
Charline	Varieur	4567 Pine Avenue	Lamar	Colorado	81052	Charline@example.com	Zone 5
Felipe	Bui	456 College Street	Christmas Valley	Oregon	97641	Felipe@example.com	Zone 6



4.3.3 Preview merge results

- Preview each of the seven merged letters, then close the preview

4.3.4 Create merged documents, labels, and envelopes

- Finish and Merge the document to Edit Individual letters then Save the created document as "merged"

1.2.1 Restrict editing

- In the merged.docx document, Restrict editing so only Tracked changes is allowed with the password "edit"

1.2.2 Protect documents by using passwords

- Protect the merged.docx document with the password "final" then Save and Close all files

Project 2

Instructions: In this project there are 22 tasks based on the exam objectives for Exam MO-101: Microsoft Word Expert (Word and Word 2019). For each exam objective, complete the task(s) using the supporting files listed below under **Resources**. After each task is completed, check the task box to mark as complete.

Note: Refer to the Learning Directory for step-by-step guidance and additional resources, if needed.



Indicates certification exam objectives that are computer settings

Resources: Download files listed below before beginning tasks

- **Project2_datafile.docx** in the **Project_Files** folder
- **styles.docx** in the **Project_Files** folder

Project 2 Tasks

-  1.1.6 Customize the Quick Access toolbar
 - Open the Project2_datafile.docx and Save the document to OneDrive. Then, Add Styles and Add a Hyperlink to the Quick Access Toolbar
-  1.1.7 Display hidden ribbon tabs
 - Display the Draw ribbon tab
-  1.1.8 Change the Normal template default font
 - Change the Normal template default font to 13 pt Times New Roman
-  2.3.3 Copy styles to other documents or templates
 - Copy the "Normal, Munsons" style from the styles.docx to the Project2_datafile.docx then apply the style to the entire document
-  2.3.2 Modify existing styles
 - Format the first line of text "Munson's Pickles and Preserves Farm" as follows then update the Title style to match the formatting
 - Font: Arial Rounded MT Bold
 - Size: 20
 - Font style: Bold
 - Alignment: Center
 - Line spacing: 15pt After
- 2.2.1 Configure hyphenation and line numbers
 - In the document, show Continuous Line Numbers
-  2.3.2 Modify existing styles
 - Modify the Heading 1 Style to Arial font, Centered on the page with 6pt Paragraph Spacing Before and After the paragraph. Then, apply the Heading 1 style to lines 2, 3, and 4 of text beginning with "234" and ending with "www.munsonspicklesandpreserves.com"
-  3.2.4 Create custom style sets
 - Save the current formatting as a New Style Set named "Munsons"
-  3.1.1 Create Quick Parts
 - Create a Quick Part for the Munsons web address and format as follows:
 - Name: "Munson's Web Address"
 - Gallery: Quick Parts

- Category: General
- Description: "current web address"
- Save in: Normal
- Options: Insert content in its own paragraph



3.1.2 Manage building blocks

- Modify the "Do Not Copy 1" watermark to change the name to "MUNSONS" in the Disclaimers category, then insert the Watermark

1.1.4 Link to external document content

- Insert the email link "Marcos@munsonspicklesandpreservesfarm.com" to the text "email" located on line 28 and include the Subject Line "Proposal"

2.2.1 Configure hyphenation and line numbers

- Hyphenate the document text automatically

2.2.2 Set paragraph pagination options

- Set the Paragraph Pagination so that the Popular Flowers by Region title and list remain together on one page, and the Native Plants title and list remain on one page together

3.3.1 Mark index entries

- At the end of the document, Mark Index Entries for the following titles, "Popular Flowers by Region," "Native Plants," "Featured Staff," and "Identified Zones" for the Current page with Bold page numbers

3.3.2 Create indexes

- Insert an Index on its own page after the last paragraph ending in "proposal by email" formatted as follows:
 - Right align page numbers
 - Tab leader:
 - Formats: From template
 - Columns: 1

3.3.1 Mark index entries

- Mark index entries for the following text:
"Munsons' employs" (paragraph beginning with "Munsons' employs" and ending with "farm tours and field trips") Cross-referenced to "Featured Staff"

“plants” (last sentence in paragraph beginning with “To minimize the initial cost” and ending with “proposal by email”) Cross-referenced to “Native Plants”

“flowers” (last sentence in paragraph beginning with “To minimize the initial cost” and ending with “proposal by email”) Cross-referenced to “Popular Flowers”

3.3.3 Update indexes

- Update the index, save the file and hide paragraph marks

1.1.2 Manage document versions

1.1.3 Compare and combine multiple documents

- View the version history, open the earliest version to compare it to the current version. Accept the 1st, 3rd, and 5th suggested changes, save the compared document as “compared” and then close the file



4.2.1 Record simple macros



4.2.2 Name simple macros

- Record a Button Macro named “paragraph” in the current document to add 8 pt spacing after the paragraph, then check to make sure the macro is working by running it on each paragraph



4.2.3 Edit simple macros

- Edit the “Paragraph” Macro so the paragraph spacing is 10 pt after the paragraph, run the macro for each paragraph then Save the Project2_datafile as a Macro enabled document in OneDrive

1.2.1 Restrict editing

- Limit the formatting to only use the Title and Heading 1 styles

1.2.2 Protect documents by using passwords

- Password protect the document with the password “Final” then Save and Close all files

Project 3

Instructions: In this project there are 19 tasks based on the exam objectives for Exam MO-101: Microsoft Word Expert (Word and Word 2019). For each exam objective, complete the task(s) using the supporting files listed below under **Resources**. After each task is completed, check the task box to mark as complete.

Note: Refer to the Learning Directory for step-by-step guidance and additional resources, if needed.



Indicates certification exam objectives that are computer settings

Resources: Download files listed below before beginning tasks

- **Project3_datafile.docx** in the **Project_Files** folder
- **Combine.docx** in the **Project_Files** folder
- **Macro.docm** in the **Project_Files** folder
- **Styles.dotx** in the **Project_Files** folder
- **Farm.jpg** in the **Project_Files** folder
- **Logo.png** in the **Project_Files** folder

Project 3 Tasks

1.1.3 Compare and combine multiple documents

- Combine the Project3_datafile.docx and the Combine.docx file into a New document. Accept All Changes and Stop Tracking, then Save the file as "project3combined" and when complete, Hide Source Documents



4.2.4 Copy macros to other documents or templates

- Save the document as a Macro-Enabled Document, copy the "NewMacros" macro from the Macro.docm file



4.2.3 Edit simple macros

- Edit the Header macro to change "Munsons" to "Munson's" then run the macro



2.1.2 Find and replace formatting and styles

- Use Find and Replace to Replace All Heading 1 Styles with Heading 2 Styles



2.1.1 Find and replace text by using wildcards and special characters

- Use Wildcards to Find every shipping cost that begins with "1" and ends with "0" and Replace it with "150"



2.3.3 Copy styles to other documents or templates

- Copy the Heading 2 style from Styles.docx into the Project3_combined document

2.2.2 Set paragraph pagination options

- Set the Shipping Cost title and table to remain together on one page

3.2.1 Create custom color sets

- Create a Custom Color set named Munsons with the Hyperlink color Orange and Followed Hyperlink color Purple

3.2.3 Create custom themes

- Save the current Theme named "Theme"

1.1.1 Modify existing document templates

- Open a new document based on the "Seasonal event flyer" template then format the template as follows. Save the template as "Flyer" and Close

Edit the picture to the Farm.jpg

Edit the logo to Logo.png and resize to "1.5"

Edit the text in the textbox as follows:

- "Add Key Info About Your Event Here!" to "Pickles"
- "Don't Be Shy-Tell Them Why They Can't Miss This Event" to "Preserves"
- "One More Exciting Point Here!" to "Flowers"
- "Add Another Important Point Here" to "Plants"
- "You Have Room for One More Here!" to "And More!"

Edit the Company Information textbox as follows:

- "Munson's Pickles and Preserves Farm"
- "234 Bridge Street"
- "Edison, WA 10215"
- "http://www.munsonspicklesandpreservesfarm.com/"

Note: If the "Seasonal event flyer" is not available, choose an appropriate flyer theme

1.1.4 Link to external document content

- Insert a link to the Flyer template from the text "flyer template" located in the paragraph beginning with "Your farm has been identified" and ending with "working with you."

4.1.1 Add custom fields

- On the last page of the document add a field to display the UserName, then on the following line add a field to display the document Keywords

4.1.2 Modify field properties

- Update the document Keywords to "Proposal" and update the Keywords field, then format the UserName field so it displays as Uppercase

4.1.3 Insert standard content controls

- At the end of the document add the following standard content controls each on a separate line as follows:
 - Date Picker
 - Rich Text
 - Combo Box
 - Drop-Down List

4.1.4 Configure standard content controls

- Configure the Content Controls as follows:
 - Date Picker to display the date as Month, Day, Year (example: January 1, 2020)
 - Rich Text Content Control with the title "Farm name"
 - Combo Box with the title "Flowers" and Add Choices:
 - Golden Wattle
 - Orchid
 - Drop-down list with the title "Plants" and Add Choices:
 - Miniature Hollyhock
 - Alpine Strawberry

3.4.1 Insert figure and table captions

- Insert an appropriate caption below each table in the document

3.4.1 Insert figure and table captions

3.4.2 Configure caption properties

- Insert an appropriate caption below each picture in the document with the caption label "picture"

3.4.3 Insert and modify a table of figures

- Insert a Table of Figures for the Pictures and a Table of Figures for the Tables on their own page at the end of the document

3.4.2 Configure caption properties

- Update each picture with the caption numbering formatted as "A,B,C"

3.4.3 Insert and modify a table of figures

- Update the Pictures Table of Figures, then Save and Close the document

Learning Directory

The Learning Directory allows you the opportunity to research and practice specific concepts until mastery. The table includes certification exam objectives, online resources, step-by-step guidance, along with mapping to the Study Guide projects and the MSIA Microsoft Word Expert 2019 course. Refer to the Learning Directory table if you have difficulty or need help completing specific tasks within the projects.

Word Expert 2019 Learning Directory				
<u>Mapping to MO-101 Exam Objective Domain</u>	Online Resources	Step-by-Step	Study Guide Project Map	Word Expert 2019 Course Map
1.1.1 Modify existing document templates	Edit templates	<ol style="list-style-type: none"> From the File tab, select New Search for a template by: <ul style="list-style-type: none"> Entering a keyword in the Search box Selecting a suggested search topic Selecting a built-in template icon Make changes to the template and then save the document as a Word template using the .dotx format 	Project 3	Module 2, Lesson 2 Module 2, Lesson 3
1.1.2 Manage document versions	Recover an earlier version of an Office file	<ol style="list-style-type: none"> Open the file From the File tab, select Info, and then choose Version history In the Version history pane, select a version to open, and then open it in a separate window. A Previous Version bar displays at the top of the file, from which you can compare or restore document version Select Restore, and then from the Task pane select the 	Project 2	Module 2, Lesson 2

		document version you want to restore		
1.1.3 Compare and combine multiple documents	View and compare documents side by side	<ol style="list-style-type: none"> 1. From the Review tab > Compare group, select Compare, and then in the sub-menu, select Compare again 3. In the Compare Documents dialog box, select the original document and the revised document 4. From the Original document drop-down, select the document you sent out for review. If you need to browse to the file's location, select the Browse for original folder icon 5. From the Revised document drop-down, select the document to compare with original 6. In the Label changes with box, enter a name or phrase 7. Select the More >> button to get additional options for comparing and combining the documents 8. In Show changes in section, select how to display the changes, then select OK <p>Note: Word opens a new document that is a combination of the original document and the copy you compared it to</p> <ol style="list-style-type: none"> 9. To change the display options, in the Compare group, select Compare, and then in the sub-menu, select Show Source Documents 	Project 2 Project 3	Module 2, Lesson 3

		10. After resolving the combined, save the new document		
1.1.3 Compare and combine multiple documents	Combine document revisions	<p>Note: the Combine feature can only keep one set of formatting changes</p> <ol style="list-style-type: none"> 1. From the Review tab > Compare group, select Compare, and then from the sub-menu, choose Combine 3. In the Combine Documents dialog box > Original document drop-down, select the reviewed document. If needed, select the Browse original documents folder icon 4. In the Combine Documents dialog box > Revised document drop-down, select the document to merge (usually your original document) 5. In the Label changes with box, enter a name or phrase 6. Select the More button to access additional options for combining the documents 7. In the Show changes in section, select how to review the changes by selecting from one of the options <p>Note: Word opens the document that combines the original document and the copy you are comparing it to</p> <ol style="list-style-type: none"> 8. To change the display options, in the Compare group, select 	Project 3	Module 5, Lesson 1

		<p>Compare, and then in the sub-menu, select Show Source Documents</p> <p>9. After resolving the combined changes, save the document</p>		
<p>1.1.4 Link to external document content</p>	<p>Embed and link to files</p>	<p>Link to a file on your computer</p> <ol style="list-style-type: none"> 1. Select the text or picture 2. From the Insert tab > Links group, select Link 3. In the Insert Hyperlink dialog box > Link to section, select Existing File or Web Page 4. From the Look in drop-down, navigate to the file 5. Select OK <p>Link to a new file on your computer</p> <ol style="list-style-type: none"> 1. Select the text or picture 2. From the Insert tab > Links group, select Link 3. In the Insert Hyperlink dialog box > Link to section, select Create New Document 4. In the Name of new document box, enter a name for the new file, and either use the location displayed under Full path or browse to a different save location by selecting Change 5. Choose whether to Edit the new document later or open and Edit the new document now <p>Link to a new email message</p> <ol style="list-style-type: none"> 1. Select the text or picture that you want to display as a link 	<p>Project 1 Project 2 Project 3</p>	<p>Module 5, Lesson 1</p>

		<ol style="list-style-type: none"> 6. On the Insert tab > Links group, select Link 2. In the Insert Hyperlink dialog box, under Link to, select E-mail Address 3. In the E-mail address box, enter the email address or select an address in the Recently used e-mail addresses list 4. In the Subject box, enter the subject of the message <p>Link to a location in the document</p> <ol style="list-style-type: none"> 1. Select the text or picture that you want to display as a link 2. On the Insert tab > Links group, select Link 3. From the Insert Hyperlink dialog box, under Link to, select Place in This Document 4. From the list, select the heading or bookmark to link to your text or picture 		
<p>1.1.5 Enable macros in a document</p>	<p>Enable or disable macros in Office files</p>	<p>Enable Macros</p> <ol style="list-style-type: none"> 1. From the File tab > Security Warning area, select Enable Content 2. Under Enable Content, select Enable All Content <p>Change macro settings</p> <ol style="list-style-type: none"> 1. From the File tab, select Options 2. Select Trust Center, and then choose Trust Center Settings 3. In the Macro Settings section, change the settings 	<p>Project 1</p>	<p>Module 1, Lesson 1</p>

Microsoft Word Expert 2019/Office 365

Student Study Guide

		4. Select Ok		
1.1.6 Customize the Quick Access toolbar	Customize the Quick Access Toolbar	<ol style="list-style-type: none"> 1. Select Customize Quick Access Toolbar, and select More Commands 2. In the Choose commands from list, select the command 3. Locate the command in the list, and then select Add 	Project 1 Project 2	Module 1, Lesson 2
1.1.7 Display hidden ribbon tabs	Customize the ribbon	<p>Hide or unhide a tab</p> <ol style="list-style-type: none"> 1. Right-click or access the context menu on any empty space in the ribbon 2. Select Customize the Ribbon 3. In the Word Options window under the Customize the Ribbon list, uncheck or check the box next to the tab that you wish to hide or unhide 4. Review and save your changes, then select OK 	Project 1 Project 2	Module 1, Lesson 2
1.1.8 Change the Normal template default font	Change the Normal template	<ol style="list-style-type: none"> 1. From the Home tab > Font group, launch the Font dialog box 2. Select the desired font and size 3. Select Set As Default 4. Select one of the following: <ul style="list-style-type: none"> • This document only • All documents based on the Normal template 5. Select OK 	Project 1 Project 2	Module 1, Lesson 1
1.2.1 Restrict editing	Allow changes to parts of a protected document	<p>Restrict styles and themes</p> <ol style="list-style-type: none"> 1. From the Review tab > Protect group, select Restrict Editing 2. In the Formatting Restrictions section, select Settings 3. In the Formatting Restrictions dialog box, in the 	Project 1 Project 2	Module 4, Lesson 3

		<p>Styles section, select the Limit formatting to a selection of styles check box</p> <ol style="list-style-type: none">4. Choose the styles to restrict by clearing the check box for each style5. In the Formatting section, select any of the check boxes that apply <p>Restrict editing</p> <ol style="list-style-type: none">1. From the Review tab, in the Protect group, select Restrict Editing2. In the 2. Editing restrictions section, select the Allow only this type of editing in the document check box3. In the list of editing restrictions, select No changes (Read only)4. Select the part(s) of the document where you want to allow changes5. In the Exceptions (optional) section, do one of the following:<ol style="list-style-type: none">a. To allow anyone who opens the document to edit the selected section, select the Everyone check box in the Groups listb. To allow only particular individuals to edit the selected section, select More users, and then enter the usernames. Include your name if you want to be able to edit that part of the document. Separate each		
--	--	---	--	--

		<p>name from the next name with a semicolon</p> <p>Note: If you intend to help protect the document via user authentication rather than passwords, make sure to enter email addresses for the usernames</p> <ol style="list-style-type: none"> 6. Select OK, and then select the check boxes for the names of the individuals allowed to edit 7. Continue to select parts of the document and assign users permission to edit 8. In the 3. Start enforcement section, select Yes, Start Enforcing Protection 9. Do one of the following: <ul style="list-style-type: none"> • To assign a password to the document, enter a password in the Enter new password (optional) box, and then confirm the password • To encrypt the document so that only authenticated owners of the document can remove the protection, select User authentication 		
<p>1.2.2 Protect documents by using passwords</p>	<p>Protect a document with a password</p>	<ol style="list-style-type: none"> 1. From the File tab, select Info 2. Select Protect Document, and then select one of the following commands: <ul style="list-style-type: none"> • Always Open Read-Only. Helps prevent accidental changes by asking readers to opt in to editing • Encrypt with Password. Helps protect this document via a password 	<p>Project 1 Project 2</p>	<p>Module 4, Lesson 3</p>

Microsoft Word Expert 2019/Office 365

Student Study Guide

		<ul style="list-style-type: none"> • Restrict Editing. Controls the types of changes others can make • Restrict Access. Grants people access while removing their ability to edit, copy, or print this document • Add a Digital Signature. Helps ensure the integrity of the document by adding an invisible digital signature • Mark as Final. Lets readers know that the document is final 		
1.3.1 Configure editing and display languages	Add an editing language or set language preferences in Office	From the File tab, select Options , then select Language	Project 1	Module 1, Lesson 3
1.3.2 Use language-specific features	Add an editing language or set language preferences in Office Language Accessory Pack for Office	From the File tab, select Options , then select Language	Project 1	Module 1, Lesson 3
2.1.1 Find and replace text by using wildcards	Find and replace text Examples of wildcard characters	<ol style="list-style-type: none"> 1. From the Home tab > Editing group, select Replace. Alternatively, select Ctrl+H 2. In the Find and Replace dialog box, select More >> 	Project 3	Module 4, Lesson 4

Microsoft Word Expert 2019/Office 365

Student Study Guide

<p>and special characters</p>		<ol style="list-style-type: none"> In the Search Options section, select the Use wildcards check box In the Find what box, enter the text In the Replace with box, enter the text 		
<p>2.1.2 Find and replace formatting and styles</p>	<p>Find and replace text</p> <p>Use a screen reader to find text with specific formatting in Word</p>	<ol style="list-style-type: none"> From the Home tab > Editing group, select Replace. Alternatively, select Ctrl+H In the Find and Replace dialog box, select More>> In the Search Options section, select Format Select one of the following commands: <ul style="list-style-type: none"> • Font • Paragraph • Tabs • Language • Frame • Style • Highlight 	<p>Project 3</p>	<p>Module 4, Lesson 4</p>
<p>2.1.3 Apply Paste Options</p>	<p>Control the formatting when you paste text</p>	<ol style="list-style-type: none"> Place the cursor in the correct position in the document From the Home tab > Clipboard group, select the Paste drop-down In the Paste Options: section, hover over the buttons for a live review Select the paste option: <ul style="list-style-type: none"> • Use Destination Theme • Keep Source Formatting • Merge Formatting • Picture • Keep Text Only 	<p>Project 1</p>	<p>Module 3, Lesson 5</p>

<p>2.2.1 Configure hyphenation and line numbers</p>	<p>Control hyphenation</p> <p>Add or remove line numbers</p>	<p>Hyphenation</p> <ol style="list-style-type: none"> 1. Place the cursor in the document to insert a nonbreaking hyphen 2. From the Layout tab > Page Setup group, select the Hyphenation drop-down <p>Line numbers</p> <ol style="list-style-type: none"> 1. From the Layout tab > Page Setup group, select the Line Numbers drop-down 2. Do one of the following: <ul style="list-style-type: none"> • To number consecutively throughout the document, select Continuous • To start with number 1 on each page, select Restart Each Page • To start with number 1 after each section break, select Restart Each Section • For more advanced line numbering options, such as numbering at different intervals, select Line Numbering Options, and then select Line Numbers from the Layout tab 	<p>Project 2</p>	<p>Module 3, Lesson 5</p>
<p>2.2.2 Set paragraph pagination options</p>	<p>Line and page breaks</p>	<p>Keep lines together</p> <ol style="list-style-type: none"> 1. Select the paragraphs that contain lines that should be kept together 2. From the Home tab > Paragraph group, launch the Paragraph Settings dialog box 3. Select the Line and Page Breaks tab. In the Pagination 	<p>Project 1 Project 2 Project 3</p>	<p>Module 3, Lesson 5</p>

		<p>section, select Keep lines together</p> <p>4. Select OK</p> <p>Keep paragraphs together</p> <p>1. Select the paragraphs you want to keep together</p> <p>2. From the Home tab > Paragraph group, launch the Paragraph Settings dialog box</p> <p>3. Select the Line and Page Breaks tab, then in the Pagination section, select Keep with next</p> <p>4. Select OK</p>		
<p>2.3.1 Create paragraph and character styles</p>	<p>Customize or create new styles</p>	<p>1. Select the text</p> <p>2. From the Home tab > Styles group, select the Style Set gallery drop-down, then choose Create a Style</p> <p>3. In the Create New Style from Formatting dialog box, provide a name for your style</p> <p>4. Select OK. The new style will appear in the Styles gallery</p>	<p>Project 1</p>	<p>Module 2, Lesson 1</p>
<p>2.3.2 Modify existing styles</p>	<p>Customize or create new styles</p>	<p>1. From the Home tab, right-click or access the context menu on any style in the Styles gallery, and then select Modify</p> <p>2. In the Modify Style dialog box > Formatting section, make formatting changes</p> <p>3. Select the Add to the Styles gallery check box, and then select the radio button for whether the style changes apply to Only this document, or to New documents based on this template</p>	<p>Project 2</p>	<p>Module 2, Lesson 1</p>

Microsoft Word Expert 2019/Office 365

Student Study Guide

		4. Select OK		
2.3.3 Copy styles to other documents or templates	Customize or create new styles	<ol style="list-style-type: none"> 1. From the Home tab > Styles group, launch the Styles dialog box 2. In the Styles dialog box, select Manage Styles 3. In the Manage Styles dialog box > Edit tab, select Import/Export 4. In the Organizer dialog box, from the first Styles available in drop-down, select the first document 5. From the second Styles available in drop-down, select the second document 6. Select the style, and then select Copy 	Project 2 Project 3	Module 2, Lesson 1
3.1.1 Create QuickParts	Use Quick Parts and AutoText in Word	<ol style="list-style-type: none"> 1. Select a phrase, sentence, or other portion of the document 2. From the Insert tab > Text group, select Quick Parts, then select Save Selection to Quick Part Gallery 3. In the Create New Building Block dialog box, edit the text as needed 4. Select Save 	Project 1 Project 2	Module 3, Lesson 1
3.1.2 Manage building blocks	Create and use content Building Blocks in Word documents	<ol style="list-style-type: none"> 1. Place the cursor in the desired location within the document to insert the Building Block 2. From the Insert tab > Text group, select Quick Parts, then select Building Blocks Organizer 3. Choose the building block, and then select Insert 	Project 2	Module 3, Lesson 2
3.2.1 Create custom color sets	Create my own color theme	<ol style="list-style-type: none"> 1. From the Design tab > Document Formatting group, 	Project 3	Module 3, Lesson 3

Microsoft Word Expert 2019/Office 365

Student Study Guide

		<p>select Colors, and then select Customize Colors</p> <ol style="list-style-type: none"> In the Create New Theme Colors window Select the drop-down next to the theme color to change, and then select a color Repeat this for all the colors to change In the Name box, enter a name for the new theme colors, and select Save 		
3.2.2: Create custom font sets	Change theme fonts	<ol style="list-style-type: none"> From the Design tab > Document Formatting group, select the Fonts drop-down, and choose Customize Fonts In the Create New Theme Fonts dialog box > Heading font and Body font boxes, choose fonts In the Name box, enter a name Select Save 	Project 1	Module 3, Lesson 3
3.2.3 Create custom themes	Change a theme and make it the default in Word or Excel	<ol style="list-style-type: none"> From the Design tab > Themes group, select Save Current Theme In the Save Current Theme dialog box > File name: box, enter a name for the theme Select Save 	Project 3	Module 3, Lesson 3
3.2.4 Create custom style sets	Customize or create new styles	<ol style="list-style-type: none"> From the Design tab > Document formatting group, select the Style Set gallery drop-down, then choose Save as a New Style Set... In the Save as a New Style Set dialog box > File name: box, enter a name 	Project 2	Module 3, Lesson 4

		3. Select Save		
3.3.1 Mark index entries	Create and update an index	<ol style="list-style-type: none"> 1. Select the text 2. From the References tab > Index group, select Mark Entry <ul style="list-style-type: none"> • To create a cross-reference to another entry, in the Mark Index Entry dialog box > Options section, select Cross-reference. In the Cross-reference box, enter the text for the other entry • If you want to format the page numbers that the index will display, in the Page number format section, select the Bold check box, the Italic check box, or both 3. To mark the index entry, select Mark. To mark this text everywhere it appears in the document, select Mark All 	Project 2	Module 4, Lesson 1
3.3.2 Create indexes	Create and update an index	<ol style="list-style-type: none"> 1. Select the location to add the index 2. From the References tab > Index group, select Insert Index 3. In the Index dialog box, you can choose the formatting for text entries, page numbers, tabs, and leader characters 4. Select OK 	Project 2	Module 4, Lesson 1
3.3.3 Update indexes	Create and update an index	<ol style="list-style-type: none"> 1. Select the index 2. From the References tab > Index group, select Update Index 	Project 2	Module 4, Lesson 1

Microsoft Word Expert 2019/Office 365

Student Study Guide

3.4.1 Insert figure and table captions	Add, format, or delete captions in Word	<ol style="list-style-type: none">1. Select the object to add a caption (table, equation, figure, or other object)2. From the References tab > Captions group, select Insert Caption3. From the Caption dialog box, in the Label list, select the label that best describes the object4. In the Caption box, enter any text, including punctuation, to appear after the label5. Select OK	Project 3	Module 4, Lesson 2
3.4.2 Configure caption properties	Add, format, or delete captions in Word	<ol style="list-style-type: none">1. Select the caption2. From the References tab > Captions group, select Insert Caption, then in the Caption dialog box do one of the following:<ul style="list-style-type: none">• In the Label list, select Equation, Figure, Picture, or Table• In the Position list, select Above selected item or Below selected item• Select New Label, and then enter a custom label name• Select Numbering, then in the Format list, select the desired numbering style	Project 3	Module 4, Lesson 2
3.4.3 Insert and modify a table of figures	Insert a Table of Figures	Insert a Table of Figures <ol style="list-style-type: none">1. Place the cursor in the document2. From the References tab > Captions group, select Insert Table of Figures	Project 3	Module 4, Lesson 2

		<ol style="list-style-type: none"> From the Table of Figures dialog box, adjust the formatting and options Select OK <p>Update a Table of Figures</p> <ol style="list-style-type: none"> Select anywhere in the Table of Figures From the References tab > Captions group, select Update Table In the Update Table of Figures dialog box, select an update option: <ul style="list-style-type: none"> Update page numbers only Update entire table Select OK 		
4.1.1 Add custom fields	Insert, edit, and view fields in Word List of field codes in Word	<ol style="list-style-type: none"> Place the cursor in the document to insert a field From the Insert tab > Text group, select Quick Parts, then choose Field In the Field dialog box, Field names list, select a field name 	Project 3	Module 5, Lesson 1
4.1.2 Modify field properties		<ol style="list-style-type: none"> In the field, right-click or access the context menu, then select Edit Field... In the Field dialog box, modify the field options 	Project 3	Module 5, Lesson 1
4.1.3 Insert standard content controls	Create forms that users complete or print in Word	<ol style="list-style-type: none"> Place your cursor in the document to insert the control From the Developer tab > Controls group, select one of the following options: <ul style="list-style-type: none"> Rich Text Content Control Plain Text Content Control 	Project 1 Project 3	Module 5, Lesson 2

		<ul style="list-style-type: none"> • Picture Content Control • Building Block Gallery Content Control • Check Box Content Control • Combo Box Content Control • Drop-Down List Content Control • Date Picker Content Control • Repeating Section Content Control • Legacy Tools Content Control 		
4.1.4 Configure standard content controls	Create forms that users complete or print in Word	<ol style="list-style-type: none"> 1. Select the content control to change 2. From the Developer tab > Controls group, select Properties 3. Select the properties to change 	Project 1 Project 3	Module 5, Lesson 2
4.2.1 Record simple macros	Create or run a macro	<ol style="list-style-type: none"> 1. From the View tab > Macros group, select the Macros drop-down, then choose Record Macro... 2. From the Record Macro dialog box, in the Macro name: box, enter a name for the macro 3. To use this macro in any new document, in the Store macro in: box, select All Documents (Normal.dotm) 4. Select OK to begin recording the macro 5. Record the steps in the macro by selecting the commands or entering the text for each step 	Project 2	Module 6, Lesson 1

Microsoft Word Expert 2019/Office 365

Student Study Guide

		<p>in the task. Word records the actions</p> <p>Note: Use the keyboard to select text by using the SHIFT+arrow keys while you are recording your macros. Macros don't record selections made with a mouse or other pointing device</p> <p>6. When the steps are completed, to stop recording, select the View tab > Macros group, and select the Macros drop-down, then choose Stop Recording</p> <p>7. From the View tab > Macros group, select the Macros drop-down, then choose View Macros, and select the macro</p>		
4.2.2 Name simple macros	Create or run a macro	<ol style="list-style-type: none"> 1. From the View tab > Macros group, select the Macros drop-down, then choose View Macros or Record Macro... 2. In the Macro name: box, enter a name for the macro 	Project 2	Module 6, Lesson 1
4.2.3 Edit simple macros	Create or run a macro Getting started with VBA in Office	<ol style="list-style-type: none"> 1. From the View tab > Macros group, select the Macros drop-down, then choose View Macros 2. From the Macros dialog box, select Edit 3. A Microsoft Visual Basic for Applications window will open. Locate the macro from the list by identifying the macro name next to the Sub command (example: Sub Demo ()) 	Project 2 Project 3	Module 6, Lesson 2

		4. Review the code and make changes		
4.2.4 Copy macros to other documents or templates	Create or run a macro Copy a macro module to another workbook	<ol style="list-style-type: none"> 1. From the View tab > Macros group, select the Macros drop-down, then choose View Macros 2. In the Macros dialog box, select Organizer 3. In the Organizer dialog box > Macro Project Items tab, select the file to copy the macro from by using the drop-down under the Macro Project Items available in: 4. Select the file to copy the macro to by using the drop-down under the second Macro Project Items available in: 5. Select the Macro Project item from the first document, select Copy, then Close 	Project 3	Module 6, Lesson 2
4.3.1 Manage recipient lists	Create a directory of names, addresses, and other information Use Outlook contacts as a data source for a mail merge Data sources you can use for a mail merge	<ol style="list-style-type: none"> 1. From the Mailings tab > Start Mail Merge group, select Edit Recipient List 2. In the Mail Merge Recipients dialog box > Data Source box, select the file 3. Select Edit 4. In the Edit Data Source dialog box, select New Entry 5. A new highlighted row displays for the data entry. Enter data for each field by selecting that field in the row, and navigate by using the Tab key 	Project 1	Module 7, Lesson 2

Microsoft Word Expert 2019/Office 365

Student Study Guide

4.3.2 Insert merged fields	Insert, edit, and view fields in Word	<ol style="list-style-type: none"> 1. Place the cursor in the document 2. From the Mailings tab > Write & Insert Fields group, select the Insert Merge Field drop-down, then choose the merge field 	Project 1	Module 7, Lesson 1
4.3.3 Preview merge results	Insert, edit, and view fields in Word	<ol style="list-style-type: none"> 1. From the Mailings tab > Preview Results group, select Preview Results 2. Navigate through each personalized version by using the Preview Results navigation buttons 	Project 1	Module 7, Lesson 1
4.3.4 Create merged documents, labels, and envelopes	Mail merge Print letters Print envelopes	<p>Print documents</p> <ol style="list-style-type: none"> 1. From the Mailings tab > Finish group, select Finish & Merge, and then select Print Documents 2. In the Merge to Printer dialog box, select which records to merge 3. Select OK <p>Email messages</p> <ol style="list-style-type: none"> 1. From the Mailings tab > Finish group, select Finish & Merge, and then select Send Email Messages 2. In the Merge to E-mail dialog box, configure the message options making sure to enter an appropriate subject line, and then select which records to merge into an email 3. Select OK to run the merge and send the emails <p>Create and print envelopes</p>	Project 1	Module 7, Lesson 3

		<ol style="list-style-type: none">1. Just for envelopes, open a new blank document2. From the Mailings tab > Finish group, select Start Mail Merge, and then select Envelopes3. Set your envelope options 5. 4. Set your printing options <p>Create and print labels</p> <ol style="list-style-type: none">1. On the Mailings tab > Start Mail Merge group, select Start Mail Merge, and then select Labels2. Set your labels options, Note: find information about the labels on the label packaging3. Select New Label to review the label layout and apply merge rules to the labels4. Set up the first label with the merge fields5. For the next label, in the Write & Insert Fields group, select Rules > Next Record > Next Record Rule6. Select Update Labels		
--	--	---	--	--