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# Microsoft Word Associate 2019/Office 365

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Introduction

Welcome to the Microsoft Word Associate Student Study Guide. This guide prepares you for Microsoft Office Specialist: Word Associate (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-100: Microsoft Word (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 become more productive and efficient 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 40 tasks to be completed within approximately 50 minutes to simulate the certification exam environment. Based on exam MO-100: Microsoft Word (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 Associate 2019 course. This directory allows you the ability to focus on specific concepts to improve competency with Microsoft Word 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 38 tasks based on the exam objectives for Exam MO-100: Microsoft Word (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.

Resources: Download files listed below before beginning tasks

- Project1_datafile.docx in the Project_Files folder
- sign_illustration.png in the Project_Files folder

Project 1 Tasks
1.4.1 Locate and remove Hidden Properties and Personal Information
   - Open Project1_datafile.docx. Inspect the document and remove Document Properties and Personal Information and Hidden Text

2.2.4 Apply built-in Styles to text
   - Format “Background,” “Proposal Overview,” and “Summary” as Heading 1
   - Format “Identified Plants and Flowers” as Heading 2
   - Format “Popular Flowers by Region” and “Native Plants” as Heading 3

2.2.2 Apply formatting by using Format Painter
☐ Use the Format Painter to copy the formatting of “Identified Plants and Flowers” to the section titles “Greenhouse Option” and “Outsourcing Option”

2.2.1 Apply text effects
☐ Apply the Text Effect Fill: Black, Text color 1; Shadow to the first two lines of text beginning with “Munson’s” and ending with “Plan” and then Center align the text, and increase Font Size to 20

2.3.2 Insert page, section, and column breaks
☐ Insert a Section Break that starts a New Page after the first two lines of text in the document beginning with “Munson’s” and ending with “Plan”

1.1.4 Show and hide formatting symbols and hidden text
☐ View the page break using Show/Hide

2.3.3 Change Page Setup options for a section
☐ Change the margins for the first section to 3 inches for the top and bottom

2.1.1 Find and Replace text
☐ Find every instance of the text “Munsons’” and Replace with “Munson’s”

1.1.2 Link to locations within documents
☐ Insert a Bookmark at the text “Background,” “Proposal Overview,” and “Summary”

1.1.1 Search for text
1.1.3 Move to specific locations and objects in documents
☐ Use the Go To feature to Find each Bookmark in the document

1.2.4 Configure page background elements
☐ Add a Draft 1 Watermark

1.3.2 Modify basic document properties
☐ Change the following document Properties: Title: “Proposal Plan,” Author: Your name, Key words: “flowers,” “plants,” “greenhouse,” “outsourcing”

1.3.3 Modify print settings
☐ Without printing, change Print Settings to uncollated and print 2 Sheets Per Page

1.2.2 Apply style sets
☐ Apply the Style Set Casual

2.2.3 Set line and paragraph spacing and indentation
☐ Set all Paragraph Spacing Before and After the paragraph by 6pt

3.1.2 Convert tables to text
☐ Convert the table beginning with “Miniature Hollyhock” and ending with “Goatsbeard” to Text Separated by Paragraph

3.3.1 Format paragraphs as numbered and bulleted lists
☐ Format the text beginning with “Miniature Hollyhock” and ending with “Goatsbeard” to a Bulleted list

3.3.2 Change bullet characters and number formats
☐ Change the Bulleted list beginning with “Miniature Hollyhock” and ending with “Goatsbeard” to solid boxes

2.3.1 Format text in multiple columns
☐ Apply two Columns with .2 Spacing and a Line Between to the Bulleted list beginning with “Zone 3” and ending with “Zone 9”

3.1.1 Convert text to tables
☐ Convert the Popular Flowers by Region, beginning with “Popular Flowers by Region” and ending with “United States: Rose” to a two-column Table Separated by a colon (:)
4.2.2 Customize table of contents
☐ Change the Table of Contents to Show Heading levels 1 and 2 only with the underscore (_) tab leader

5.1.2 Insert pictures
☐ On the title page (the first page), Insert the sign_illustration.png from the Project_Files folder after the title “Proposal Plan”

5.2.3 Remove picture backgrounds
☐ Remove the picture Background, remove everything except the jar, pickles, and garlic from the sign_illustration.png

5.2.2 Apply picture effects and picture styles
☐ Apply 5 point; Gray, Accent color 3 Glow to the picture

5.4.1 Position objects
☐ Set the picture Text Wrapping to Square, with Horizontal position Centered relative to Page and Vertical position Absolutely .5, below the Paragraph, and change the picture Width to 2.5”

1.1.4 Show and hide formatting symbols and hidden text
☐ Hide all formatting marks

5.4.3 Add alternative text to objects for accessibility
☐ Add the appropriate Alternative Text to the picture

1.4.2 Locate and correct accessibility issues
☐ Locate and correct Accessibility issues

1.4.3 Locate and correct compatibility issues
☐ Check Compatibility issues

1.3.1 Save documents in alternative file formats
☐ Save the document as a PDF

1.3.4 Share documents electronically
☐ Share the document with the instructor and Close the document
Project 2

Instructions: In this project there are 34 tasks based on the exam objectives for Exam MO-100: Microsoft Word (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.

Resources: Download files listed below before beginning tasks

- Project2_datafile.docx in the Project_Files folder
- dandelion_photo.jpg in the Project_Files folder

Project 2 Tasks

6.2.4 Lock and unlock change tracking
   - Open Project2_datafile.docx. Unlock Tracking with the password “project”

6.2.1 Track changes
   - Turn off Track Changes

6.2.2 Review tracked changes
   - Review the Tracked Changes

6.2.3 Accept and reject tracked changes
   - Accept all Tracked Changes

6.1.2 Review and reply to comments
   - Reply to the first comment with the text “Looks great!”

6.1.3 Resolve comments
   - Resolve the second comment

6.1.4 Delete comments
   - Delete the third comment

1.2.3 Insert and modify headers and footers
   - Modify the Footer to include today’s date, Updated automatically and centered

2.1.2 Insert symbols and special characters
   - Insert a Registered sign after every instance of “Munson’s Pickles and Preserves Farm”
3.1.3 Create tables by specifying rows and columns
☐ After the heading “Identified Plants and Flowers,” insert a Table that is 2 columns and 6 rows, then enter the following information:

<table>
<thead>
<tr>
<th>Region</th>
<th>Flower</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Golden Wattle</td>
</tr>
<tr>
<td>Singapore</td>
<td>Orchid</td>
</tr>
<tr>
<td>Finland</td>
<td>Lily of the Valley</td>
</tr>
<tr>
<td>Iceland</td>
<td>Mountain avens</td>
</tr>
<tr>
<td>Samoa</td>
<td>Red ginger</td>
</tr>
</tbody>
</table>

3.2.3 Merge and split cells
☐ Split the Cell that contains “Lily of the Valley” and enter the text “Water Lily” in the new blank cell

3.2.3 Merge and split cells
☐ Add a new row to the top of the table
☐ Add the text “Popular Flowers by Region” and Merge the row

5.1.2 Insert pictures
☐ Insert the dandelion_photo.jpg from the Project_Files folder after the text “Popular Flowers by Region” in the table

5.4.1 Position objects
5.4.2 Wrap text around objects
Adjust the dandelion_photo.jpg with the following settings:
☐ Size: Scale Height to 20% with Locked aspect ratio
☐ Text Wrapping: Tight, Wrap Both sides, Distance from text .1 on the Left and Right
☐ Position: Horizontal alignment Right relative to Right Margin to the Right of the Column and Vertical alignment Centered to Page

5.2.1 Apply artistic effects
☐ Apply the Texturizer Artistic Effect to the dandelion_photo.jpg

5.4.3 Add alternative text to objects for accessibility
☐ Add the Alt Text “Picture of a dandelion” to the dandelion_photo.jpg
3.2.5 Split tables
☐ Split the Native Plants table between “Tuft Hairgrass” and “Fireweed” then format both tables with No Border

2.3.1 Format text in multiple columns
☐ Format the tables in Two Columns beginning with “Miniature Hollyhock” and ending with “Goatsbeard”

3.3.4 Increase and decrease list levels
☐ Convert the bulleted list beginning with “Zone 3” and ending with “Christmas Valley, Oregon” to a Multileveled list with the 1) a) i) format
☐ Increase the city, state to the second level

3.3.5 Restart and continue list numbering

3.3.6 Set starting number values
☐ Set the second list beginning with “Zone 7” and ending with “Oregon” to continue from the first list starting with the number 5

3.3.3 Define custom bullet characters and number formats
☐ Set the second level of both lists to a custom bullet using the Webdings 252 character

5.1.6 Insert text boxes
5.2.4 Format graphic elements
5.3.1 Add and modify text in text boxes
☐ At the end of the first paragraph after the word “community” and before the word “Today,” insert an Austin Quote Text Box and enter the text “Today, the farm grows over 100 acres of fresh vegetables and maintains 40 hives of honeybees.” Format as follows:
• Font: Comic Sans MS
• Font size: 12
• Text Wrap: top and bottom
• Position: Horizontal position centered relative to the margin and Vertical position Absolute position 0 below Paragraph

5.1.3 Insert 3D models
☐ Insert an appropriate 3D Model on the first page after the text “Proposal Plan”

5.4.3 Add alternative text to objects for accessibility
☐ Add Alt Text to the 3D Model
5.2.6 Format 3D models
  ☐ Change the 3D Model View

2.3.2 Insert page, section, and column breaks
  ☐ Insert a Page Break after the 3D Model

1.3.2 Modify basic document properties
  ☐ Add the document title to “Proposal plan” to document properties

1.2.1 Set up document pages
  ☐ Change Margins to Top and Bottom to 1” and Left and Right to .5 with a .5 Gutter. Save and Close the document
Project 3

Instructions: In this project there are 27 tasks based on the exam objectives for Exam MO-100: Microsoft Word (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.

Resources: Download files listed below before beginning tasks

- Project3_datafile.docx in the Project_Files folder
- Bee.docx in the Project_Files folder
- logo_square.png in the Project_Files folder

Project 3 Tasks

2.2.4 Apply built-in styles to text
2.2.1 Apply text effects
   - Open Project3_datafile.docx. Apply the Title style, Font Color Blue, Accent 5, Inside: Bottom shadow to the first line of text “Munson’s Pickles and Preserves Farm”

2.2.4 Apply built-in styles to text
   - Apply the Subtitle style, Font Size 19, to the second line of text “Proposal Plan”

2.3.2 Insert page, section, and column breaks
   - Insert a Next Page Section Break before the text “Background”

1.1.4 Show and hide formatting symbols and hidden text
5.1.2 Insert pictures
5.2.2 Apply picture effects and picture styles
   - Photocopy Artistic Effect

2.2.4 Apply built-in styles to text
   - Apply Heading Style 2 to the title “Background”

2.2.2 Apply formatting by using Format Painter
   - Use the Format Painter to copy the Heading 2 style to the remaining section titles, “Proposal Overview” and “Summary”
5.1.6 Insert text boxes
5.3.1 Add and modify text in text boxes
5.2.4 Format graphic elements
5.4.2 Wrap text around objects

☐ Select then cut the first paragraph beginning with “The Munson’s” and ending with “the community,” draw a Text Box after the title “Background,” and Paste the text. Format as follows:

- Font size: 11
- Text Wrap: Top and bottom
- Size: Height 2” and Width 4”
- Position: Absolute Vertical position .33” below Paragraph
- Fill: Blue, Accent 5, Lighter 80%
- Shape Outline: Black, Text 1, Weight 2 ¼

5.1.1 Insert shapes
5.3.2 Add and modify text in shapes
5.2.4 Format graphic elements
5.4.2 Wrap text around objects

☐ Create a Scroll: Horizontal shape below the text box. Add text to the Scroll: Horizontal shape. Create a link from the first text box to the Scroll: Horizontal shape. Format as follows:

- Font size: 11
- Text wrapping: Top and bottom
- Size: Height 2.04” and Width 4.23”
- Position: Horizontal Alignment Right relative to Margin and Vertical Absolute position 2.17” below Paragraph
- Fill: Green, Accent 6, Lighter 80%
- Shape Outline: Black, Text 1, Width: 2 1/4

5.1.5 Insert screenshots and screen clippings
5.2.1 Apply artistic effects

☐ Open the Bee.Docx. Insert a Screen Clipping of the bee from the bee document into the Project 3 file then format it as follows:

- Text Wrap: Square
- Size: Height 2 and Width 2
- Relocate it to the right side of the text box
- Remove Background
- Artistic Effects: Paint Brush
2.3.1 Format text in multiple columns
☐ Format the Popular Flowers by Region list, the text beginning with “Malaysia” and ending with “Peony” to 3 Column with Column 1 Width at 2.8 and Spacing .08, and Columns 2 and 3 Width at 2.1

2.3.2 Insert page, section, and column breaks
☐ Insert a Column Break before “England” and “Afghanistan”

1.1.4 Show and hide formatting symbols and hidden text

2.3.3 Change page setup options for a section
☐ Show the Section and Column Breaks then change the Margins for the Column Section to .5 for the Left and Right Margins. Hide the formatting symbols when finished

1.1.2 Link to locations within documents
☐ Add Bookmarks to the text “Popular Flowers by Region,” “Native Plants,” “Greenhouse Option,” and “Outsourcing Option”
☐ Link the Bookmarks to the text within the Proposal Overview paragraph as follows:
  • In the “Proposal Overview” paragraph, fourth line of text, Link the text “popular flowers” to the “Popular Flowers by Region” Bookmark
  • In the “Proposal Overview” paragraph, fourth line of text, Link the text “plants that are native to the area” to the “Native Plants” Bookmark
  • In the “Proposal Overview” paragraph, fifth line of text, Link the text “greenhouse” to the “Greenhouse Option” Bookmark
  • In the “Proposal Overview” paragraph, sixth line of text, Link the text “outsourc” to the “Outsourcing Option” Bookmark

5.1.4 Insert SmartArt graphics
5.3.3 Add and modify SmartArt graphic content
☐ After the Outsourcing Option paragraph ending in “…listed below,” Insert a Vertical Bullet List SmartArt. Enter the following text with the Zone in the first (Shape) level and the city, state in the second (Bullet) level

Zone 6- Christmas Valley, Oregon
Zone 7- Kennewick, Washington
Zone 8- Edison, Washington
Zone 9- Gold Beach, Oregon
5.2.5 Format SmartArt graphics
  □ Format the SmartArt as follows:
    • Text Wrapping: Top and bottom
    • Position: Horizontal Absolute position .75 to the right of the Column and Vertical Absolute position 0 below Paragraph
    • Size: Absolute Width 2.5
    • SmartArt Styles Color: Colorful Range - Accent Colors 5 to 6

3.2.2 Configure cell margins and spacing
  □ Format the Native Plants Table Properties as follows:
    • Cell Margins: Top and Bottom .01, Left and Right .05
    • Column width: 2"
    • Cell width: 2"
    • Vertical alignment: Center
    • Alt Text: Title “Native Plants” and Description “List of Native Plants in the region”

5.1.3 Insert 3D models
5.2.6 Format 3D models
  □ Insert an appropriate 3D Model and format as follows:
    • Text Wrap: In front of text
    • Position: relocate to the right of the Native Plants table
    • Size: resize to fit (approximately 2.5” x 2.5”)
    • 3D Model View: select and appropriate view

4.1.1 Insert footnotes and endnotes
  □ Insert an Endnote at the third line of text “Background” that reads “For additional information on the Background of Munson’s Pickles and Preserves Farm please refer to http://www.munsonspicklesandpreservesfarm.com”

  □ Insert an Endnote at the section title “Identified Plants and Flowers” that reads “Information provided by Trey Research. Once the growing option is chosen the list will be updated.”

  □ Insert a Footnote at the end of the Proposal Overview paragraph beginning with “Munson’s would” and ending with “United States” that reads “Specific calculations will be provided in the financial reports.”

4.1.2 Modify footnote and endnote properties
  □ Format the Endnote number format as 1, 2, 3 and the Footnote format as A, B, C
4.1.4 Insert citations for bibliographies
☐ Insert a Placeholder1 Citation at the end of the third paragraph beginning with “The Munson’s” and ending with “locally”

4.1.3 Create and modify bibliography citation sources
☐ Add a new Citation Source with the following information: Type of Source: “Art,” Artist: “Jerome Cornejo,” Title: “Master Artist,” Institution: “School of Fine Art,” Publication Title: “Flowers and Plants,” City: “New York, New York,” Tag Name: “Art”


4.2.3 Insert bibliographies
2.2.3 Set line and paragraph spacing and indentation
☐ At the end of the paper, after the endnotes, on a new line enter the text “Bibliography” then format it as a Heading 2 style. Then insert a Bibliography

☐ Change the Paragraph spacing of the bibliography to Hanging indent to .3 and 12 pt spacing Before. 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 Associate 2019 course. Refer to the Learning Directory table if you have difficulty or need help completing specific tasks within the projects.

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<tr>
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<th>Online Resources</th>
<th>Step-by-Step</th>
<th>Study Guide Project Map</th>
<th>Word Associate 2019 Course Map</th>
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<tbody>
<tr>
<td>N/A</td>
<td>What is Microsoft Word?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1.1.1 Search for text       | Find text in a document | 1. **Ctrl+F** keyboard shortcut  
2. From the **Home** tab > **Editing** group, select **Find**  
3. From the **View** tab > **Show** group, select the **Navigation Pane** check box | Project 1 | Module 1, Lesson 6 |

The **Navigation pane** provides three tabs for searching and navigating the document:
- **Results** highlights the text entered in the **Search box**
- **Pages** displays thumbnails of the pages in the document, allowing you to quickly navigate by selecting those thumbnails
- **Headings** displays an overview of the document headings in a hierarchical outline. By using these headings, you can collapse and expand entire areas of
| 1.1.2 Link to locations within documents | Add hyperlinks to a location within the same document | 1. Select the content in which to apply the bookmark  
2. From the Insert tab > Links group, select Bookmark  
3. In the Bookmark dialog box > Bookmark name: section, enter the name of the bookmark  
4. Select whether to search by name or location in the document, then select Add | Project 1  
Project 3 | Module 1, Lesson 6 |
| 1.1.3 Move to specific locations and objects in documents | Add or delete bookmarks in a Word document or Outlook message | 1. From the Home tab > Editing group, select Replace  
2. In the Find and Replace dialog box, select the Go To tab, navigate to different areas of the document based on selected criteria | Project 1  
Project 3 | Module 1, Lesson 6  
Module 4, Lesson 1 |
| 1.1.4 Show and hide formatting symbols and hidden text | Show or hide tab marks in Word | From the Home tab > Paragraph group, select Show/Hide to show or hide these hidden characters | Project 1  
Project 3 | Module 2, Lesson 3 |
| 1.2.1 Set up document pages | Change margins | Create a custom margin  
1. From the Layout tab > Page Setup group, select Margins, then select Custom Margins  
2. In the Page Setup dialog box > Margins section, use the Up and Down arrows to enter the values  
3. Select OK when done | Project 2 | Module 2, Lesson 3 |
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<th>Steps</th>
<th>Project</th>
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<td>1.2.2 Apply style sets</td>
<td>1. From the <strong>Layout</strong> tab &gt; <strong>Page Setup</strong> group, select <strong>Orientation</strong>, then select <strong>Portrait</strong> or <strong>Landscape</strong></td>
<td>Project 1</td>
<td>Module 2, Lesson 4</td>
</tr>
</tbody>
</table>
| 1.2.3 Insert and modify headers and footers                         | 1. From the **Design** tab > **Document Formatting** group > **Style** gallery  
2. Choose a **Quick Style** such as **Basic (Elegant)** or **Modern**  
**Note:** To view more styles, select the **More** drop-down menu | Project 2    | Module 5, Lesson 4 |
| 1.2.4 Configure page background elements                            | 1. From the **Insert** tab > **Header & Footer** group, select **Header** or **Footer**  
Modify headers and footers  
1. From the **Insert** tab > **Header & Footer** group, select **Header** or **Footer**, and then select **Edit Header** or **Edit Footer** | Project 1    | Module 5, Lesson 4 |
<p>| 1.3.1 Save documents in                                               | 1. From the <strong>File</strong> tab, select <strong>Save As</strong>                                                                                                                                                          | Project 1    | Module 1, Lesson 3 |</p>
<table>
<thead>
<tr>
<th>alternative file formats</th>
<th>2. From the <strong>Save as type</strong> drop-down, choose the desired file type, such as PDF or Web page</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.3.2 Modify basic document properties</strong></td>
<td><strong>To view document properties</strong>&lt;br&gt;1. From the <strong>File</strong> tab, select <strong>Info</strong>. Properties will show on the right side of the window&lt;br&gt;<strong>To edit properties</strong>&lt;br&gt;• Select the property you wish to change, and then enter the new text. Some properties such as <strong>Author</strong> require you to right-click or access the context menu, and then select <strong>Remove</strong> or <strong>Edit</strong>&lt;br&gt;• Additionally, you can access the <strong>Document Properties</strong> dialog box by selecting the <strong>Properties</strong> drop-down, and then selecting <strong>Advanced Properties</strong></td>
<td>Project 1</td>
</tr>
<tr>
<td><strong>1.3.3 Modify print settings</strong></td>
<td>1. From the <strong>File</strong> tab &gt; select <strong>Print</strong>&lt;br&gt;2. Use <strong>Settings</strong> to manage a variety of options:&lt;br&gt;• Select specific pages to print&lt;br&gt;• Choose whether to print one side or both sides if the printer supports it&lt;br&gt;• Select landscape or portrait orientation and observe the effect of the change in the preview&lt;br&gt;• Customize the paper size for printing</td>
<td>Project 1</td>
</tr>
</tbody>
</table>
- Manage the margin sizes for the document and observe those changes in the preview

<table>
<thead>
<tr>
<th>1.3.4 Share documents electronically</th>
<th>Share a document</th>
<th>From the <strong>File</strong> tab, select <strong>Share</strong></th>
<th>Project 1</th>
<th>Module 5, Lesson 3</th>
</tr>
</thead>
</table>
| **1.4.1 Locate and remove hidden properties and personal information** | Remove hidden data and personal information | 1. From the **File** tab, select **Info**
2. Select **Check for Issues**, and then select **Inspect Document**
3. Use the **Document Inspector** dialog box to select the types of hidden data to review. Select **Inspect** to continue to the **Document Inspector** dialog box
4. For each type of metadata you want to remove from the document, select **Remove All** | Project 1 | Module 5, Lesson 5 |
| **1.4.2 Locate and correct accessibility issues** | Intro to making documents accessible | 1. From the **File** tab, select **Info**
2. Select **Check for Issues**, then select **Accessibility Checker**
3. The **Check Accessibility** pane lists all the accessibility issues in **Inspection Results**. When selecting an issue, **Additional Information** presents details about why it is a problem, and how to fix it | Project 1 | Module 5, Lesson 5 |
<p>| <strong>1.4.3 Locate and correct compatibility with</strong> | Check file compatibility with | 1. From the <strong>File</strong> tab, select <strong>Info</strong> | Project 1 | Module 5, Lesson 5 |</p>
<table>
<thead>
<tr>
<th>2.1.1 Find and replace text</th>
<th>Find and replace text</th>
<th>Find Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. From the <strong>Home</strong> tab &gt; <strong>Editing</strong> group, select the <strong>Find</strong> drop-down, then select <strong>Advanced Find</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. In the <strong>Find and Replace</strong> dialog box &gt; <strong>Find</strong> tab, in the <strong>Find what:</strong> box, enter the word or phrase to search</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Find and replace text</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. From the <strong>Home</strong> tab &gt; <strong>Editing</strong> group, select the <strong>Find</strong> drop-down, then select <strong>Advanced Find</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. In the <strong>Find and Replace</strong> dialog box, select the <strong>Replace</strong> tab. In the <strong>Replace with:</strong> box, enter the new text</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Select <strong>Find Next</strong> until you come to the word(s) to update</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Select <strong>Replace</strong>. To update all instances at once, choose <strong>Replace All</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.1.2 Insert symbols and</th>
<th>Insert a symbol in Word</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Place the cursor where you want to insert the symbol or special character</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project 1**

**Module 2, Lesson 1**
### special characters

2. From the **Insert** tab > **Symbols** group, select the **Symbol** drop-down, then select **More Symbols**

**Note:** The **Symbol** dialog box displays many symbol options. Use the **Font:** filter or scrollbar on the tab to view more symbols. The bottom of the tab displays a **Recently used symbols** section for easy access to those symbols.

3. Select the symbol you want, then select **Insert**

### 2.2.1 Apply text effects

<table>
<thead>
<tr>
<th>Add or remove text effects</th>
<th>1. Select the content</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. From the <strong>Home</strong> tab &gt; <strong>Font</strong> group, select <strong>Text Effects and Typography</strong></td>
</tr>
</tbody>
</table>

---

### 2.2.2 Apply formatting by using Format Painter

<table>
<thead>
<tr>
<th>Add and edit text</th>
<th>1. Select the text of the format to copy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. From the <strong>Home</strong> tab &gt; <strong>Clipboard</strong> group, select the <strong>Format Painter</strong></td>
</tr>
</tbody>
</table>

- While **Format Painter** is active and ready to use, the mouse pointer will have a paint brush symbol.
- If you select the **Format Painter** once, it will turn off automatically after you apply it once. If you double-click the **Format Painter**, it will stay active until you select **Format Painter** again.

---

### 2.2.3 Set line and paragraph

<table>
<thead>
<tr>
<th>Change line spacing</th>
<th>1. Select the content</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. From the <strong>Home</strong> tab &gt; <strong>Paragraph</strong> group, launch</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Project 1</th>
<th>Project 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1, Lesson 4</td>
<td>Module 1, Lesson 4</td>
</tr>
</tbody>
</table>
| spacing and indentation | the **Paragraph Setting** dialog box  
| --- | ---  
| • Apply indentation to a paragraph by customizing the indentation amount in **Special: First line** or **Hanging**  
| • Apply spacing to a paragraph by customizing the amount **Before** or **After**  
| • Apply line spacing by applying **Single**, **1.5**, **Double**, **At least**, **Exactly**, or **Multiple** |

| 2.2.4 Apply built-in styles to text | **Apply styles**  
| --- | ---  
| 1. Select the content  
2. From the **Home** tab > **Styles** group, select the **Styles** gallery to observe and apply the styles in a document |

<table>
<thead>
<tr>
<th>Project 1</th>
<th>Project 3</th>
</tr>
</thead>
</table>

| 2.3.1 Format text in multiple columns | **Create newsletter columns**  
| --- | ---  
| Change the number of columns throughout a document  
1. From the **Layout** tab > **Page Setup** group, select **Columns**  
2. Select the option you want or select the **More Columns** option to set your own column format |

| Change part of document into columns  
1. Select the paragraphs you want to change  
2. From the **Layout** tab > **Page Setup** group, select **Columns**, then select the option you want |

<table>
<thead>
<tr>
<th>Project 1</th>
<th>Project 2</th>
<th>Project 3</th>
</tr>
</thead>
</table>

| Module 1, Lesson 4 | Module 2, Lesson 3 |
Adjust column settings
1. From the **Layout** tab > **Page Setup** group, select **Columns**, then select **More Columns**
2. In the **Columns** dialog box, adjust the settings under the **Width and spacing** section to your liking
   **Note:** If you want columns of varying widths, uncheck the **Equal column width** check box

| 2.3.2 Insert page, section, and column breaks | 1. Place your cursor where you want the column to break
2. From the **Layout** tab > **Page Setup** group, select the **Breaks** drop-down | Project 1, Project 2, Project 3 | Module 2, Lesson 3 |
| --- | --- | --- | --- |
| 2.3.3 Change page setup options for a section | 1. From the **Layout** tab > **Page Setup** group, launch the **Page Setup** dialog box
2. Change the margins and orientation as desired | Project 1, Project 3 | Module 2, Lesson 3 |
| 3.1.1 Convert text to tables | 1. Select the text
2. From the **Insert** tab > **Tables** group, select the **Table** drop-down
3. Choose **convert text to table** | Project 1 | Module 4, Lesson 1 |
| 3.1.2 Convert tables to text | 1. Select the table
2. From the **Table Tools Layout** tab > **Data** group, select **Convert to Text** | Project 1 | Module 4, Lesson 1 |
| 3.1.3 Create tables by specifying rows and columns | From the **Insert** tab > **Tables** group, select **Table**
• From the table grid, trace out the dimensions of a table to indicate the desired number of rows and columns | Project 2 | Module 4, Lesson 1 |
| 3.2.1 Sort table data | **Sort the contents of a table** | 1. Place the cursor in a table cell to display the **Table Design** and **Layout** tabs on the Ribbon  
2. From the **Layout** tab > **Data** group, select **Sort** | Project 1 | Module 4, Lesson 2 |
|-----------------------|----------------------------------|-------------------------------------------------|-----------|------------------|
| 3.2.2 Configure cell margins and spacing | **Set or change table properties** | 1. Place the cursor in a table cell to display the **Table Design** and **Layout** tabs on the Ribbon  
2. From the **Layout** tab > **Tables** group, select **Properties**  
3. In the **Table Properties** dialog box, select **Options** | Project 1, Project 3 | Module 4, Lesson 3 |
| 3.2.3 Merge and split cells | **Merge or split cells in a table** | Merge Cells  
1. Select the cells to be merged  
2. From the **Layout** tab > **Merge** group, select **Merge Cells**  
Split Cells  
1. Place your cursor in the cell to be split  
2. From the **Layout** tab > **Merge** group, select **Split Cells** | Project 1, Project 2 | Module 4, Lesson 3 |
| 3.2.4 Resize tables, rows, and columns | 1. Place your cursor in the table  
• From the **Table Layout** tab > **Cell size** group, specify your settings or | | Project 1 | Module 4, Lesson 3 |
<table>
<thead>
<tr>
<th>Section</th>
<th>Process</th>
<th>Steps</th>
<th>Project</th>
<th>Module</th>
<th>Lesson</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2.5 Split tables</td>
<td><strong>Split a table</strong></td>
<td>1. Place the cursor into the row that you want to split away from the rest of the table. The row that you select becomes the first row of the new table 2. From the Table Layout tab &gt; Merge group, select Split Table</td>
<td>Project 2</td>
<td>Module 4, Lesson 3</td>
<td></td>
</tr>
<tr>
<td>3.2.6 Configure a repeating row header</td>
<td><strong>Repeat table header on subsequent pages</strong></td>
<td>1. Select the header row or rows that you want to repeat on each page. The selection must include the first row of the table 2. From the Table Layout tab &gt; Data group, select Repeat Header Rows</td>
<td>Project 1</td>
<td>Module 4, Lesson 3</td>
<td></td>
</tr>
<tr>
<td>3.3.1 Format paragraphs as numbered and bulleted lists</td>
<td>Bulleted list</td>
<td>1. Select the text to be formatted. From the Home tab &gt; Paragraph group, select the Bullets drop-down Numbered list 1. Select the text to be formatted. From the Home tab &gt; Paragraph group, select the Numbering drop-down</td>
<td>Project 1</td>
<td>Module 4, Lesson 4</td>
<td></td>
</tr>
<tr>
<td>3.3.2 Change bullet characters and number formats</td>
<td>Bulleted list</td>
<td>1. From the Home tab &gt; Paragraph group, select the Bullets drop-down to display the Bullet Library, choose new bullet</td>
<td>Project 1</td>
<td>Module 4, Lesson 4</td>
<td></td>
</tr>
</tbody>
</table>
| 3.3.3 Define custom bullet characters and number formats | Numbered list  
1. From the **Home** tab > **Paragraph** group, select the **Numbers** drop-down to display the **Numbering Library**, choose new numbering format | Project 2  
Module 4, Lesson 4 |
| 3.3.4 Increase and decrease list levels | Create a Multileveled list  
- From the **Home** tab > **Paragraph** group, select the **Multilevel list**  
  **Increase Indent**  
  - From the **Home** tab > **Paragraph** group, select **Increase Indent** to move the item toward the right margin and apply the appropriate number format as defined in the multilevel settings  
  or  
  - Use the **Tab** key. The Tab key on the keyboard is a quick and useful way to increase the indent | Project 2  
Module 4, Lesson 4 |
and apply the next level format for the multilevel list

**Decrease Indent**

- From the **Home** tab > **Paragraph** group, select **Decrease Indent** to move the item toward the left margin and apply the appropriate number format as defined in the higher level of the multilevel settings or
- Use the **Shift + Tab** keys. Press the Shift and Tab keys together on the keyboard to move the list item towards the left margin and apply the higher-level format for the multilevel list

| 3.3.5 Restart and continue list numbering | From the **Home** tab > **Paragraph** group, select the **Numbering** drop-down, then select **Set Numbering Value**
- To restart a list, on the **Set Numbering Value** tab, select **Start new list**
- To continue list numbering, on the **Set Numbering Value** tab, select **Continue from previous list** | Project 2 | Module 4, Lesson 4 |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.3.6 Set starting number values</td>
<td>1. From the <strong>Home</strong> tab &gt; <strong>Paragraph</strong> group, select the <strong>Numbering</strong> drop-down, then select <strong>Set Numbering Value</strong></td>
<td>Project 2</td>
<td>Module 4, Lesson 4</td>
</tr>
</tbody>
</table>
2. On the **Set Numbering Value** tab, in the **Set value to**: enter the desired number

<table>
<thead>
<tr>
<th>4.1.1 Insert footnotes and endnotes</th>
<th>Place your cursor where you want the reference mark placed. From the <strong>References</strong> tab &gt; <strong>Footnotes</strong> group, select <strong>Insert Footnote</strong> or <strong>Insert Endnote</strong></th>
<th>Project 3</th>
<th>Module 5, Lesson 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1.2 Modify footnote and endnote properties</td>
<td>From the <strong>References</strong> tab &gt; <strong>Footnotes</strong> group, launch the <strong>Footnote and Endnote</strong> dialog box</td>
<td>Project 3</td>
<td>Module 5, Lesson 1</td>
</tr>
</tbody>
</table>
| 4.1.3 Create and modify bibliography citation sources | From the **References** tab > **Citations and Bibliography** group, select **Manage Sources**  
- To add a new source, in the **Source Manager** dialog box, select **New** to open the **Create Source** dialog box. From the **Type of Source** drop-down, select the type of source you wish to create, such as a book or a website. Then enter the information in all the fields provided  
- To modify a source, in the **Source Manager** dialog box, select a source, and then select **Edit** | Project 3 | Module 5, Lesson 2 |
| 4.1.4 Insert citations for bibliographies | From the **References** tab > **Citations and Bibliography** group, select **Insert Citation**  
All sources currently added to the **Source Manager** are available, and you can select the source you want to cite | Project 3 | Module 5, Lesson 2 |
<table>
<thead>
<tr>
<th>4.2.1 Insert tables of contents</th>
<th>From the <strong>References</strong> tab &gt; <strong>Table of Contents</strong> group, select <strong>Table of Contents</strong>, then select the <strong>Table of Contents</strong> style you want</th>
<th>Project 1</th>
<th>Module 5, Lesson 1</th>
</tr>
</thead>
</table>
| 4.2.2 Customize tables of contents | On the **References** tab > **Table of Contents** group, select **Table of Contents**, then select **Custom Table of Contents**  
  - **Print Preview** displays an example of how your table of contents looks in a document with the settings that you have chosen  
  - **Web Preview** shows how your table of contents looks on the web. By default, headings use hyperlinks rather than numbers. When you select an entry in the table of contents, it takes you to that heading. If you clear the **Use hyperlinks instead of page numbers** box, you see standard numbers with tab leaders  
  - **Show page numbers** toggles the page numbers and tab leader on or off  
  - **Right align page numbers** puts your page numbers along the right margin of the page. Clear the box to put the page numbers next to the headings  
  - **Tab leader** gives you a drop-down to select | Project 1 | Module 5, Lesson 1 |
different styles of leaders, such as dots (default), dashes, or a solid line. Select (none) to turn tab leaders off

- **Formats** lets you preselect different table of contents styles
- **Show levels** adjusts the number of heading levels (provided your document has multiple levels) displayed in the table of contents
- **Options** lets you choose the styles to use to build your table of contents, such as multiple headings, headers, footers, comment text, etc.
- **Modify** sets the indentation and style used on the table of contents entries. Use **Modify** in the **Style** dialog to make additional changes
- **OK** saves your changes and returns to the document

**Cancel** discards your changes and returns to the document

### 4.2.3 Insert bibliographies

- From the **References** tab > **Citations and Bibliography** group, select **Bibliography**. Next, select one of the predefined bibliography styles offered in the drop-down

### 5.1.1 Insert shapes

- **Add shapes**
  1. Place your cursor where you want to insert the shape in the document
  2. On the **Insert** tab > **Illustrations** group, select
5.1.2 Insert pictures | Insert pictures | 1. Place your cursor where you want to insert the picture in the document  
2. On the **Insert** tab > **Illustrations** group, select **pictures**, then select the appropriate file option | Project 1  
Project 2  
Project 3 | Module 3, Lesson 2

5.1.3 Insert 3D models | Work with 3D models (Word Document) | 1. Place your cursor where you want to insert the 3D model in the document  
2. From the **Insert** tab > **Illustrations** group, select **3D Model**, then select the appropriate file option | Project 2  
Project 3 | Module 3, Lesson 1

5.1.4 Insert SmartArt graphics | Choose a SmartArt graphic  
Create a SmartArt graphic | 1. Place your cursor in the document where you want Word to insert the diagram  
2. From the **Insert** tab > **Illustrations** group, select **SmartArt**. The **Choose a SmartArt Graphic** dialog box displays three sections: a section of the graphic categories, the **List** section (which displays the options for the selected category), and a preview (which displays a preview of the selected **SmartArt** graphic)  
3. Select the category you want, and then scroll through the **List** section to find the **SmartArt** diagram that best fits your needs. If | Project 3 | Module 3, Lesson 3
you change your mind, you can switch the graphic to another diagram at any time

| 5.1.5 Insert screenshots and screen clippings | Insert a screenshot or screen clipping | 1. From the Insert tab > Illustrations group, select Take a Screenshot  
2. The Available Windows gallery appears showing all windows open on your device  
   • To insert a screenshot of an entire window, select the thumbnail of that window. Word immediately inserts the screenshot into your document  
   • To insert a portion of a window, select Screen Clipping | Project 3  
Module 3, Lesson 4 |
|---|---|---|---|
| 5.1.6 Insert text boxes | Add, copy, or delete a text box | 1. Place your cursor in the document where you want to insert the text box  
2. From the Insert tab > Text group, select Text Box, and then select the text box style to insert it in the document  
3. Use the Drawing Tools Format tab to change the fill and outline colors, and to apply shape effects | Project 2  
Project 3  
Module 3, Lesson 5 |
| 5.2.1 Apply artistic effects | | 1. Select the picture  
2. From the Picture Tools Format tab > Adjust group, select Artistic Effects  
Hover over the options to preview them and select an appropriate option | Project 2  
Project 3  
Module 3, Lesson 2 |
<table>
<thead>
<tr>
<th>5.2.2 Apply picture effects and picture styles</th>
<th>Picture Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select the picture</td>
<td></td>
</tr>
<tr>
<td>2. From the Picture Tools Format tab &gt; Picture Styles group, select Picture Effects</td>
<td></td>
</tr>
<tr>
<td>3. Select any option: Shadow, Reflection, Glow, Soft Edges, Bevel, or 3-D Rotation</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Picture Styles</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select the picture</td>
</tr>
<tr>
<td>2. Select the Picture Tools Format tab. From the Picture Styles gallery, hover over the options to preview them, then select the best choice</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5.2.3 Remove picture backgrounds</th>
<th>Remove the background of a picture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select the picture</td>
<td></td>
</tr>
<tr>
<td>2. From the Picture Tools Format tab &gt; Adjust group, select Remove Background</td>
<td></td>
</tr>
<tr>
<td>3. Word removes the background and displays the Background Removal tab</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5.2.4 Format graphic elements</th>
<th>Format AutoShape</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the shape to display the Drawing Tools Format tab</td>
<td></td>
</tr>
<tr>
<td>Drawing Tools Format tab has the following groups:</td>
<td></td>
</tr>
<tr>
<td>• Insert Shapes inserts another shape or change the currently inserted shape to a different shape</td>
<td></td>
</tr>
<tr>
<td>• Shape Styles quickly applies a style to the selected shape by selecting a built-in style; change the shape’s fill and outline; and</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project 1</th>
<th>Module 3, Lesson 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 2</td>
<td>Module 3, Lesson 1</td>
</tr>
<tr>
<td>Project 3</td>
<td></td>
</tr>
</tbody>
</table>
| 5.2.5 Format SmartArt graphics | Create a flow chart with SmartArt | Select the SmartArt to display the SmartArt Format Tab. SmartArt Format tab has the following groups:  
- **Shapes** includes Edit in 2D to edit a 3D graphic in 2D, Change Shape to change the shape of all or one of the objects in the SmartArt graphic, and Larger and Smaller to increase or decrease the size of the selected graphic.  
- **Shape Styles** has commands for quickly applying visual effects to the selected graphic, such as changing the color and texture by using Shape Fill, | Project 3  
Module 3, Lesson 3 |
changing the color of the outline by using **Shape Outline**, and adding effects such as shadows, reflections, and glows by using **Shape Effects**

- **WordArt Styles** has commands for using Quick Styles on text for different gradients, colors, and effects and for modifying the text by using **Text Fill**, **Text Outline**, and **Text Effects** (such as **Shadow**, **Reflection**, and **Glow**)

- **Accessibility** includes the **Alt Text** pane allowing you to add text descriptions to objects for a screen reader

- **Arrange** has commands for positioning the diagram on the page, choosing how text will wrap around the diagram, bringing the diagram forward or sending it backward, and rotating the selected object. The **Selection Pane** allows you to observe a list of objects in the document, group objects together so you can format and move them as one object

- **Size** allows you to change the **Height**: and **Width**: of the SmartArt

| 5.2.6 Format 3D models | Get creative with 3D models | Select the 3D model to display the **3D Model Tools Format** tab | Project 2 | Project 3 | Module 3, Lesson 1 |
The **3D Model Tools Format** tab has the following commands for formatting the 3D model:

- **Adjust** lists commands for inserting another 3D model and for resetting a formatted 3D model to its original state.

- **3D Model Views** opens the **Format 3D Model** pane with commands to change the background fill color and the outline of the model, apply effects such as reflections and 3D formatting to the model, and rotate the model.

- **Alt Text Accessibility** opens the **Alt Text** pane so you can add text descriptions of objects for screen readers.

- **Arrange Group** supplies commands to position the model on the document page, control how text wraps around the model, bring the model forward one level, send the model backward one level. Open the **Selection Pane** for observing a list of objects, align objects, and group objects.

- **Size Group** supplies commands to pan and zoom in on the selected model to focus on a specific area of the model, and to
| 5.3.1 Add and modify text in text boxes | **Fit Text in a text box** | Fit text automatically  
1. Select anywhere in the textbox  
2. From the **Drawing Tools Format** tab > **Text** group, select **Text Fit**, and do one of the following:  
   - To reduce the point size of text until there is no text in overflow, select **Shrink Text On Overflow**  
   - To shrink or expand text to fit in the text box when you resize the box, select **Best Fit**  
Fit text manually  
   - Change the size or font of the text  
   - Delete text  
   - Increase the size of the text box  
   - Reduce the line spacing  
   1. On the **Home** tab > **Paragraph** group, launch the **Paragraph** dialog box, then select the **Indents and Spacing** tab  
   2. Under **Line spacing**, select the options that you want  
Adjust the spacing between all characters (tracking)  
1. Select the paragraphs you want to change | Project 2  
Project 3  
Module 3, Lesson 5 |
2. From the **Home** tab > **Font** group, launch the **Font** dialog box, then select the **Advanced** tab

3. In the **Spacing** box, select **Expanded** or **Condensed**, and then specify how much space you want in the **By** box

Flow text into another text box
When you connect text boxes, text that won’t fit into the first text box flows into the next text box. A chain of connected text boxes, also known as a story, can span multiple pages.

Use connected boxes to continue a story in another text box, create columns of different widths, or move text from overflow into another box

1. Place your cursor in the text box you want as the first text box in the story

2. On the **Text Box Tools Format** tab > **Text** group, select **Create Link**. The mouse pointer changes to a pitcher

3. Place the cursor in the text box you want as the next in the story. This text box is now connected to the first box and any text in overflow now appears in the next box

To connect more text boxes to the story, repeat these steps

<table>
<thead>
<tr>
<th>5.3.2 Add and modify text in shapes</th>
<th>Add shapes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Right-click the shape and select <strong>Add Text</strong> or <strong>Edit Text</strong>, or just start typing</td>
<td></td>
</tr>
</tbody>
</table>
| 5.3.3 Add and modify SmartArt graphic content | Create a SmartArt graphic | Add Text  
- Select [Text] in the Text pane, and then type your text  
- Copy text from another location or program, select [Text] in the Text pane, and then paste your text  

Add or delete shapes in your SmartArt graphic  
1. Select the SmartArt graphic where you want to add another shape  
2. Select the existing shape that is located closest to where you want to add the new shape  
3. From the SmartArt Tools Design tab > Create Graphic group, select the Add Shape drop-down. Do one of the following: | Project 3 | Module 3, Lesson 3 |

**Note:** The text that you add becomes part of the shape - if you rotate or flip the shape, the text also rotates or flips.

2. To format and align your text, select the Home tab, and then choose options from the Font, Paragraph, or Alignment groups, depending on the program you are using and what kind of formatting you want to apply.
To insert a shape after the selected shape, select Add Shape After or select Add Shape After the selected shape, select Add Shape Before. Select the SmartArt graphic where you want to add another shape.

Change the colors of an entire SmartArt graphic:

1. Select your SmartArt graphic.
2. From the SmartArt Tools Design tab > SmartArt Styles group, select Change Colors.

3. Note: If you don't see the SmartArt Tools or Design tabs, make sure that you've selected a SmartArt graphic. You may have to double-click the SmartArt graphic to open the Design tab.
4. Select the color variation that you want to apply.

Apply a SmartArt Style to a SmartArt graphic:

1. Select your SmartArt graphic.
2. From the SmartArt Tools Design tab > SmartArt Styles group, select the style that you want. To view more SmartArt Styles, select the More drop-down.
| 5.4.1 Position objects | Use Word Layout Options to move pictures | 1. Select the object  
2. On the Picture Tools Format tab > Arrange group, choose Position, then select More Layout Options | Project 1  
Project 2  
Project 3  
Module 3, Lesson 5 |
|-----------------------|-------------------------------------------|-------------------------------------------------|-----------------------------------------------|
| 5.4.2 Wrap text around objects | Wrap text around a picture | 1. Select the object  
2. On the Picture Tools Format tab > Arrange group, choose Wrap-Text  
3. Select your desired layout or select More Layout Options to display additional options | Project 2  
Project 3  
Module 3, Lesson 5 |
| 5.4.3 Add alternative text to objects for accessibility | Add Alt text | 1. Select the object  
2. On the Picture Tools Format tab > Accessibility group, select Alt Text. Note that the Alt Text pane displays  
   • Enter a description of the object and its context in the box  
   • Mark the object as decorative by selecting Mark as decorative in the Alt Text pane. This option will not expose a description of the object to screen readers | Project 1  
Project 2  
Module 3, Lesson 5 |
| 6.1.1 Add comments | | 1. Select the content for which you want to provide feedback  
2. From Review tab > Comments group, select New Comment | Module 2, Lesson 2 |
| 6.1.2 Review and reply to comments | | 1. From the Review tab > Comments group, select Previous or Next. The | Project 2 |
| **6.1.3 Resolve comments** | 1. From the **Review** tab > **Comments** group, select **Previous** or **Next**. The document display will update to show the document contents and the associated comment  
2. Go to the comment and select **Resolve** | Project 2 |
| **6.1.4 Delete comments** | From the **Review** tab > **Comments** group, select the **Delete** drop-down, then select **Delete Comment** to delete the selected comment, or select **Delete All Comments in Document** | Project 2 |
| **6.2.1 Track changes** | From the **Review** tab > **Tracking** group, turn **Track Changes** on and off by selecting **Track Changes**  
• When **Track Changes** is turned on, by default, a strikethrough indicates deletions and an underline marks additions. Authors' names and different text colors indicate changes made by different authors  
• When **Track Changes** is turned off, Word stops marking changes, but the colored underlines and strikethroughs are still in the document | Project 2, Module 2, Lesson 2 |
<table>
<thead>
<tr>
<th>6.2.2 Review tracked changes</th>
<th><strong>To review the changes in your document, on the Review tab &gt; Tracking group, select an option from the Display for Review drop-down. The default setting is All Markup</strong></th>
<th>Project 2</th>
<th>Module 2, Lesson 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.2.3 Accept and reject tracked changes</td>
<td><strong>Accept or reject changes</strong></td>
<td>Remove the markings by accepting or rejecting the changes 1. From the Review tab &gt; Changes group, select the appropriate option  • Previous takes you from the current change to the previous change in a document  • Next takes you from the current change to the next change in the document  • Accept makes a change permanent  • Reject dismisses a change</td>
<td>Project 2</td>
</tr>
<tr>
<td>6.2.4 Lock and unlock change tracking</td>
<td><strong>Turn off track changes</strong></td>
<td>From the Review tab &gt; Tracking group, select the Track Changes drop-down, select Lock Tracking <strong>Note:</strong> Steps are the same for locking and unlocking tracking. Password is optional</td>
<td>Project 2</td>
</tr>
</tbody>
</table>