

Microsoft Word Associate 2019/Office 365

Student Study Guide

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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.....	10
Project 3.....	14
Learning Directory.....	19



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

Microsoft Word Associate 2019/Office 365

Student Study Guide

- 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

Microsoft Word Associate 2019/Office 365

Student Study Guide

- 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 (:)

3.2.4 Resize tables, rows, and columns

- Resize the first column Width of the "Popular Flowers by Region" table to 1.5"
- Resize the first row Height of the "Popular Flowers by Region" table to .5"

3.2.3 Merge and split cells

- Merge the first row of the table beginning with "Popular Flowers by Region"

3.2.1 Sort table data

- Sort the Table Data by the Region name

3.2.2 Configure cell margins and spacing

- Format all Default Cell Margins to .05

3.2.6 Configure a repeating row header

- Format the first two rows as Repeating Header Rows

4.2.1 Insert table of contents

- Add a second Page to the document then insert the Automatic Table 2 Table of Contents

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:

Region	Flower
Australia	Golden Wattle
Singapore	Orchid
Finland	Lily of the Valley
Iceland	Mountain avens
Samoa	Red ginger

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 "outsource" 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"
- Edit the Placeholder1 citation with the following information: Type: "Web site," Author: "Abraham Hendon," Name of Web Page: "Regional Farming," Name of Web Site: "Trey Research," URL: "http://www.treyresearch.net/"

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.

Word Associate 2019 Learning Directory				
MO-100 Exam Objective Domain	Online Resources	Step-by-Step	Study Guide Project Map	Word Associate 2019 Course Map
N/A	What is Microsoft Word?			
1.1.1 Search for text	Find text in a document	<ol style="list-style-type: none"> 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 <p>The Navigation pane provides three tabs for searching and navigating the document:</p> <ul style="list-style-type: none"> • 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 	Project 1	Module 1, Lesson 6

		content throughout the document based on the heading level applied		
1.1.2 Link to locations within documents	Add hyperlinks to a location within the same document	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	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	<p>Create a custom margin</p> <ol style="list-style-type: none"> 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 <p>Change orientation of whole document</p>	Project 2	Module 2, Lesson 3

		1. From the Layout tab > Page Setup group, select Orientation , then select Portrait or Landscape		
1.2.2 Apply style sets	Apply styles	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	Project 1	Module 2, Lesson 4
1.2.3 Insert and modify headers and footers	Insert a header or footer	Insert a built-in header and footer 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 2	Module 5, Lesson 4
1.2.4 Configure page background elements	Insert a watermark	To apply a page color to your document 1. From the Design tab > Page Background group, select Page Color To add a border to pages in your document 1. From the Design tab > Page Background group, select Page Borders To view and apply a watermark 1. From the Design tab > Page Background group, select Watermark	Project 1	Module 5, Lesson 4
1.3.1 Save documents in		1. From the File tab, select Save As	Project 1	Module 1, Lesson 3

<p>alternative file formats</p>		<p>2. From the Save as type drop-down, choose the desired file type, such as PDF or Web page</p>		
<p>1.3.2 Modify basic document properties</p>		<p>To view document properties</p> <ol style="list-style-type: none"> 1. From the File tab, select Info. Properties will show on the right side of the window <p>To edit properties</p> <ul style="list-style-type: none"> • Select the property you wish to change, and then enter the new text. Some properties such as Author require you to right-click or access the context menu, and then select Remove or Edit • Additionally, you can access the Document Properties dialog box by selecting the Properties drop-down, and then selecting Advanced Properties 	<p>Project 1 Project 2</p>	<p>Module 5, Lesson 5</p>
<p>1.3.3 Modify print settings</p>		<ol style="list-style-type: none"> 1. From the File tab > select Print 2. Use Settings to manage a variety of options: <ul style="list-style-type: none"> • Select specific pages to print • Choose whether to print one side or both sides if the printer supports it • Select landscape or portrait orientation and observe the effect of the change in the preview • Customize the paper size for printing 	<p>Project 1</p>	<p>Module 5, Lesson 4</p>

		<ul style="list-style-type: none"> Manage the margin sizes for the document and observe those changes in the preview 		
1.3.4 Share documents electronically	Share a document	From the File tab, select Share	Project 1	Module 5, Lesson 3
1.4.1 Locate and remove hidden properties and personal information	Remove hidden data and personal information	<ol style="list-style-type: none"> From the File tab, select Info Select Check for Issues, and then select Inspect Document 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 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	<ol style="list-style-type: none"> From the File tab, select Info Select Check for Issues, then select Accessibility Checker 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
1.4.3 Locate and correct	Check file compatibility with	<ol style="list-style-type: none"> From the File tab, select Info 	Project 1	Module 5, Lesson 5

<p>compatibility issues</p>	<p>earlier versions</p>	<ol style="list-style-type: none"> 2. Select Check for Issues, then select Check Compatibility 3. The Compatibility Checker dialog box indicates which elements in the file are not compatible 4. Select Select versions to show, and choose the version or versions to include 		
<p>2.1.1 Find and replace text</p>	<p>Find and replace text</p>	<p>Find Text</p> <ol style="list-style-type: none"> 1. From the Home tab > Editing group, select the Find drop-down, then select Advanced Find 2. In the Find and Replace dialog box > Find tab, in the Find what: box, enter the word or phrase to search <p>Find and replace text</p> <ol style="list-style-type: none"> 1. From the Home tab > Editing group, select the Find drop-down, then select Advanced Find 2. In the Find and Replace dialog box, select the Replace tab. In the Replace with: box, enter the new text 3. Select Find Next until you come to the word(s) to update 4. Select Replace. To update all instances at once, choose Replace All 	<p>Project 1</p>	<p>Module 2, Lesson 1</p>
<p>2.1.2 Insert symbols and</p>	<p>Insert a symbol in Word</p>	<ol style="list-style-type: none"> 1. Place the cursor where you want to insert the symbol or special character 	<p>Project 2</p>	<p>Module 3, Lesson 4</p>

<p>special characters</p>		<p>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</p> <p>3. Select the symbol you want, then select Insert</p>		
<p>2.2.1 Apply text effects</p>	<p>Add or remove text effects</p>	<p>1. Select the content</p> <p>2. From the Home tab > Font group, select Text Effects and Typography</p>	<p>Project 1 Project 3</p>	<p>Module 1, Lesson 4</p>
<p>2.2.2 Apply formatting by using Format Painter</p>	<p>Add and edit text</p>	<p>1. Select the text of the format to copy</p> <p>2. From the Home tab > Clipboard group, select the Format Painter</p> <ul style="list-style-type: none"> • 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 	<p>Project 1 Project 3</p>	<p>Module 1, Lesson 4</p>
<p>2.2.3 Set line and paragraph</p>	<p>Change line spacing</p>	<p>1. Select the content</p> <p>2. From the Home tab > Paragraph group, launch</p>	<p>Project 1 Project 3</p>	<p>Module 1, Lesson 5</p>

spacing and indentation		<p>the Paragraph Setting dialog box</p> <ul style="list-style-type: none"> • 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	<ol style="list-style-type: none"> 1. Select the content 2. From the Home tab > Styles group, select the Styles gallery to observe and apply the styles in a document 	Project 1 Project 3	Module 1, Lesson 4
2.3.1 Format text in multiple columns	Create newsletter columns	<p>Change the number of columns throughout a document</p> <ol style="list-style-type: none"> 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 <p>Change part of document into columns</p> <ol style="list-style-type: none"> 1. Select the paragraphs you want to change 2. From the Layout tab > Page Setup group, select Columns, then select the option you want 	Project 1 Project 2 Project 3	Module 2, Lesson 3

		<p>Adjust column settings</p> <ol style="list-style-type: none"> 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		<ol style="list-style-type: none"> 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		<ol style="list-style-type: none"> 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		<ol style="list-style-type: none"> 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		<ol style="list-style-type: none"> 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		<p>From the Insert tab > Tables group, select Table</p> <ul style="list-style-type: none"> • 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

		<p>or</p> <ul style="list-style-type: none"> • Select Insert Table. From the Insert Table dialog box, input the number of columns and rows needed for the table 		
3.2.1 Sort table data	Sort the contents of a table	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<p>Merge Cells</p> <ol style="list-style-type: none"> 1. Select the cells to be merged 2. From the Layout tab > Merge group, select Merge Cells <p>Split Cells</p> <ol style="list-style-type: none"> 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		<ol style="list-style-type: none"> 1. Place your cursor in the table <ul style="list-style-type: none"> • From the Table Layout tab > Cell size group, specify your settings <p>or</p>	Project 1	Module 4, Lesson 3

		<ul style="list-style-type: none"> From the Table Layout tab > Table group select Properties 		
3.2.5 Split tables	Split a table	<ol style="list-style-type: none"> 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 From the Table Layout tab > Merge group, select Split Table 	Project 2	Module 4, Lesson 3
3.2.6 Configure a repeating row header	Repeat table header on subsequent pages	<ol style="list-style-type: none"> Select the header row or rows that you want to repeat on each page. The selection must include the first row of the table From the Table Layout tab > Data group, select Repeat Header Rows 	Project 1	Module 4, Lesson 3
3.3.1 Format paragraphs as numbered and bulleted lists		<p>Bulleted list</p> <ol style="list-style-type: none"> Select the text to be formatted. From the Home tab > Paragraph group, select the Bullets drop-down <p>Numbered list</p> <ol style="list-style-type: none"> Select the text to be formatted. From the Home tab > Paragraph group, select the Numbering drop-down 	Project 1	Module 4, Lesson 4
3.3.2 Change bullet characters and number formats		<p>Bulleted list</p> <ol style="list-style-type: none"> From the Home tab > Paragraph group, select the Bullets drop-down to display the Bullet Library, choose new bullet 	Project 1	Module 4, Lesson 4

		<p>Numbered list</p> <ol style="list-style-type: none"> 1. From the Home tab > Paragraph group, select the Numbers drop-down to display the Numbering Library, choose new numbering format 		
3.3.3 Define custom bullet characters and number formats		<p>Bulleted list</p> <ol style="list-style-type: none"> 1. From the Home tab > Paragraph group, select the Bullets drop-down to display the Bullet Library, then choose Define New Bullet <p>Numbered list</p> <ol style="list-style-type: none"> 1. From the Home tab > Paragraph group, select the Numbers drop-down to display the Numbering Library, then choose Define New Number Format 	Project 2	Module 4, Lesson 4
3.3.4 Increase and decrease list levels		<p>Create a Multileveled list</p> <ul style="list-style-type: none"> • From the Home tab > Paragraph group, select the Multilevel list <p>Increase Indent</p> <ul style="list-style-type: none"> • 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

		<p>and apply the next level format for the multilevel list</p> <p>Decrease Indent</p> <ul style="list-style-type: none"> 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		<p>From the Home tab > Paragraph group, select the Numbering drop-down, then select Set Numbering Value</p> <ul style="list-style-type: none"> 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
3.3.6 Set starting number values		<ol style="list-style-type: none"> From the Home tab > Paragraph group, select the Numbering drop-down, then select Set Numbering Value 	Project 2	Module 4, Lesson 4

		2. On the Set Numbering Value tab, in the Set value to: enter the desired number		
4.1.1 Insert footnotes and endnotes		Place your cursor where you want the reference mark placed. From the References tab > Footnotes group, select Insert Footnote or Insert Endnote	Project 3	Module 5, Lesson 1
4.1.2 Modify footnote and endnote properties		From the References tab > Footnotes group, launch the Footnote and Endnote dialog box	Project 3	Module 5, Lesson 1
4.1.3 Create and modify bibliography citation sources	Create bibliography, citation, and references	From the References tab > Citations and Bibliography group, select Manage Sources <ul style="list-style-type: none"> 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	Add or change sources, citations, and 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

<p>4.2.1 Insert tables of contents</p>		<p>From the References tab > Table of Contents group, select Table of Contents, then select the Table of Contents style you want</p>	<p>Project 1</p>	<p>Module 5, Lesson 1</p>
<p>4.2.2 Customize tables of contents</p>		<p>On the References tab > Table of Contents group, select Table of Contents, then select Custom Table of Contents</p> <ul style="list-style-type: none"> • 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 	<p>Project 1</p>	<p>Module 5, Lesson 1</p>

		<p>different styles of leaders, such as dots (default), dashes, or a solid line. Select (none) to turn tab leaders off</p> <ul style="list-style-type: none"> • 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		<p>From the References tab > Citations and Bibliography group, select Bibliography. Next, select one of the predefined bibliography styles offered in the drop-down</p>	Project 3	Module 5, Lesson 2
5.1.1 Insert shapes	Add shapes	<ol style="list-style-type: none"> 1. Place your cursor where you want to insert the shape in the document 2. On the Insert tab > Illustrations group, select 	Project 3	Module 3, Lesson 1

		<p>the Shapes drop-down, then select the shape of your choice</p> <ol style="list-style-type: none"> 3. Drag the mouse or other input pointer to draw the shape to the size you want 		
5.1.2 Insert pictures	Insert pictures	<ol style="list-style-type: none"> 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)	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. From the Insert tab > Illustrations group, select Take a Screenshot 2. The Available Windows gallery appears showing all windows open on your device <ul style="list-style-type: none"> • 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	<ol style="list-style-type: none"> 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		<ol style="list-style-type: none"> 1. Select the picture 2. From the Picture Tools Format tab > Adjust group, select Artistic Effects <p>Hover over the options to preview them and select an appropriate option</p>	Project 2 Project 3	Module 3, Lesson 2

<p>5.2.2 Apply picture effects and picture styles</p>		<p>Picture Effects</p> <ol style="list-style-type: none"> 1. Select the picture 2. From the Picture Tools Format tab > Picture Styles group, select Picture Effects 3. Select any option: Shadow, Reflection, Glow, Soft Edges, Bevel, or 3-D Rotation <p>Picture Styles</p> <ol style="list-style-type: none"> 1. Select the picture 2. Select the Picture Tools Format tab. From the Picture Styles gallery, hover over the options to preview them, then select the best choice 	<p>Project 1 Project 3</p>	<p>Module 3, Lesson 2</p>
<p>5.2.3 Remove picture backgrounds</p>	<p>Remove the background of a picture</p>	<ol style="list-style-type: none"> 1. Select the picture 2. From the Picture Tools Format tab > Adjust group, select Remove Background 3. Word removes the background and displays the Background Removal tab 	<p>Project 1</p>	<p>Module 3, Lesson 2</p>
<p>5.2.4 Format graphic elements</p>	<p>Format AutoShape</p>	<p>Select the shape to display the Drawing Tools Format tab</p> <p>Drawing Tools Format tab has the following groups:</p> <ul style="list-style-type: none"> • Insert Shapes inserts another shape or change the currently inserted shape to a different shape • Shape Styles quickly applies a style to the selected shape by selecting a built-in style; change the shape's fill and outline; and 	<p>Project 2 Project 3</p>	<p>Module 3, Lesson 1</p>

		<p>apply shape effects, such as a shadow or reflection</p> <ul style="list-style-type: none"> • WordArt Styles applies text effects to selected text included in the shape • Accessibility displays the Alt Text pane, where you can add a description of the object and its context for screen reader users • Arrange uses options for positioning shapes, wrapping text, layering shapes (to bring shapes forward or send them backward), displaying the Selection pane (where you can quickly select objects), and aligning objects • Size adjusts the height and width of the shape 		
<p>5.2.5 Format SmartArt graphics</p>	<p>Create a flow chart with SmartArt</p>	<p>Select the SmartArt to display the SmartArt Format Tab SmartArt Format tab has the following groups:</p> <ul style="list-style-type: none"> • 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, 	<p>Project 3</p>	<p>Module 3, Lesson 3</p>

		<p>changing the color of the outline by using Shape Outline, and adding effects such as shadows, reflections, and glows by using Shape Effects</p> <ul style="list-style-type: none"> • 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 		
<p>5.2.6 Format 3D models</p>	<p>Get creative with 3D models</p>	<p>Select the 3D model to display the 3D Model Tools Format tab</p>	<p>Project 2 Project 3</p>	<p>Module 3, Lesson 1</p>

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

		adjust the height and width of the model		
5.3.1 Add and modify text in text boxes	Fit Text in a text box	<p>Fit text automatically</p> <ol style="list-style-type: none"> 1. Select anywhere in the textbox 2. From the Drawing Tools Format tab > Text group, select Text Fit, and do one of the following: <ul style="list-style-type: none"> • 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 <p>Fit text manually</p> <ul style="list-style-type: none"> • Change the size or font of the text • Delete text • Increase the size of the text box • Reduce the line spacing <ol style="list-style-type: none"> 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 <p>Adjust the spacing between all characters (tracking)</p> <ol style="list-style-type: none"> 1. Select the paragraphs you want to change 	Project 2 Project 3	Module 3, Lesson 5

		<ol style="list-style-type: none"> 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 <p>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</p> <ol style="list-style-type: none"> 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 <p>To connect more text boxes to the story, repeat these steps</p>		
5.3.2 Add and modify text in shapes	Add shapes	<ol style="list-style-type: none"> 1. Right-click the shape and select Add Text or Edit Text, or just start typing 	Project 3	Module 3, Lesson 1

		<p>Note: The text that you add becomes part of the shape - if you rotate or flip the shape, the text also rotates or flips</p> <p>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</p>		
<p>5.3.3 Add and modify SmartArt graphic content</p>	<p>Create a SmartArt graphic</p>	<p>Add Text</p> <ul style="list-style-type: none"> • Select [Text] in the Text pane, and then type your text or • Copy text from another location or program, select [Text] in the Text pane, and then paste your text <p>Add or delete shapes in your SmartArt graphic</p> <ol style="list-style-type: none"> 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: 	<p>Project 3</p>	<p>Module 3, Lesson 3</p>

- To insert a shape after the selected shape, select **Add Shape After**

or

- To insert a shape before 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

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	<ol style="list-style-type: none"> 1. Select the object 2. On the Picture Tools Format tab > Arrange group, choose Position, then select More Layout Options 	Project 1 Project 2	Module 3, Lesson 5
5.4.2 Wrap text around objects	Wrap text around a picture	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Select the object 2. On the Picture Tools Format tab > Accessibility group, select Alt Text. Note that the Alt Text pane displays <ul style="list-style-type: none"> • Enter a description of the object and its context in the box or • 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		<ol style="list-style-type: none"> 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		<ol style="list-style-type: none"> 1. From the Review tab > Comments group, select Previous or Next. The 	Project 2	

		<p>document display will update to show the document contents and the associated comment</p> <ol style="list-style-type: none"> Go to the comment and select Reply 		
6.1.3 Resolve comments		<ol style="list-style-type: none"> From the Review tab > Comments group, select Previous or Next. The document display will update to show the document contents and the associated comment Go to the comment and select Resolve 	Project 2	
6.1.4 Delete comments		<p>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</p>	Project 2	
6.2.1 Track changes	Track changes in Word	<p>From the Review tab > Tracking group, turn Track Changes on and off by selecting Track Changes</p> <ul style="list-style-type: none"> 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

6.2.2 Review tracked changes		To review the changes in your document, on the Review tab > Tracking group, select an option from the Display for Review drop-down. The default setting is All Markup	Project 2	Module 2, Lesson 2
6.2.3 Accept and reject tracked changes	Accept or reject changes	Remove the markings by accepting or rejecting the changes 1. From the Review tab > Changes group, select the appropriate option <ul style="list-style-type: none"> • 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 	Project 2	Module 2, Lesson 2
6.2.4 Lock and unlock change tracking	Turn off track changes	From the Review tab > Tracking group, select the Track Changes drop-down, select Lock Tracking Note: Steps are the same for locking and unlocking tracking. Password is optional	Project 2	Module 2, Lesson 2