



Goodheart-Willcox Publisher
Correlation of Access from
Introduction To Microsoft Office 2019 @2020
to Maryland Department of Education
Course: Introduction To Microsoft Office 2019



Standards		Correlating Textbook Pages
Manage Databases		
1.1 Modify database structure		
1.1.1	Import objects or data from other sources	378, Importing Records into a Database
1.1.2	Delete database objects	370, Deleting Data Paragraph 1
1.1.3	Hide and display objects in the Navigation Pane	367, Microsoft Access Paragraph 4
1.2 Manage table relationships and keys		
1.2.1	Understand relationships	388, Joining Tables 390, Table Relationships
1.2.2	Display relationships	391, Building Relationships Paragraph 2
1.2.3	Set Primary Keys	373, Defining Fields Paragraph 3
1.2.4	Enforce referential integrity	391, Table Relationships Paragraph 4
1.2.5	Set foreign keys	391, Table Relationships Paragraph 5
1.3 Print and export data		
1.3.1	Configure print options for records, forms, and reports	116, Printing Files 117, Printing Files Paragraph 4 378, Importing Records into a Database Paragraph 3 386, Preparing a Report Paragraph 4
1.3.2	Export objects to alternative formats	386, Preparing a Report Paragraph 4
Create and Modify Tables		
2.1 Create Tables		
2.1.1	Import data into tables	378, Importing Records into a Database
2.1.2	Create linked tables from external sources	391, Table Relationships Paragraph 4
2.1.3	Import tables from other databases	279, Creating Tables Paragraph 3
2.2 Manage tables		
2.2.1	Hide fields in tables	374, Defining Fields Paragraph 6
2.2.2	Add total rows	404, Hands- On Example 10.3.5
2.2.3	Add table descriptions	374, Entering New Records Paragraph 2
2.3 Manage table records		
2.3.1	Find and replace data	136, Finding Text
2.3.2	Sort records	381, Sorting and Filtering Data Paragraph 1



Standards		Correlating Textbook Pages
2.3.3	Filter records	381, Sorting and Filtering Data Paragraph 1
2.4 Create and modify fields		
2.4.1	Add and remove fields	369, Adding Data Paragraph 1 370, Deleting Data Paragraph 1
2.4.2	Add validation rules to fields	374, Defining Fields Paragraph 8
2.4.3	Change field captions	373, Defining Fields Paragraph 6
2.4.4	Change field sizes	373, Defining Fields Paragraph 6
2.4.5	Change field data types	373, Defining Fields Paragraph 5
2.4.6	Configure fields to auto-increment	373, Defining Fields Paragraph 7
2.4.7	Set default values	374, Defining Fields Paragraph 9
2.4.8	Apply built-in input masks	374, Defining Fields Paragraph 9
Create and Modify Queries		
3.1 Create and run queries		
3.1.1	Create simple queries	395, Creating a Basic Query Paragraph 1
3.1.2	Create basic crosstab queries	399, Crosstab Query
3.1.3	Create basic parameter queries	399, Parameter Query
3.1.4	Create basic action queries	400, Action Query
3.1.5	Create basic multi-table queries	400, Multi-table Query
3.1.6	Save queries	395, Creating a Basic Query Paragraph 2
3.1.7	Run queries	395, Creating a Basic Query Paragraph 1
3.2 Modify queries		
3.2.1	Add, hide, and remove fields in queries	397, Creating an Advanced Query Paragraph 4
3.2.2	Sort data within queries	396, Hands- On Example 10.3.1
3.2.3	Filter data within queries	395, Creating a Basic Query Paragraph 2
3.2.4	Format fields within queries	397, Creating an Advanced Query Paragraph 3
Modify Forms in Layout View		
4.1 Configure form controls		
4.1.1	Add, move, and remove form controls	383, Preparing a Form Paragraph 5
4.1.2	Set form control properties	383, Preparing a Form Paragraph 4
4.1.3	Add and modify form labels	383, Preparing a Form Paragraph 5
4.2 Format forms		
4.2.1	Modify tab orders on forms	384, Preparing a Form Paragraph 7
4.2.2	Sort records by form field	381, Sorting and Filtering Data Paragraph 2
4.2.3	Modify form positioning	384, Preparing a Form Paragraph 8



Standards		Correlating Textbook Pages
4.2.4	Insert information in form headers and footers	386, Hands- On Example 10.2.4
4.2.5	Insert images on forms	126, Inserting Media Files Paragraph 1
Modify Reports in Layout View		
5.1 Configure report controls		
5.1.1	Group and sort fields on reports	396, Hands- On Example 10.3.1
5.1.2	Add report controls	387, Modifying a Report
5.1.3	Add and modify labels on reports	388, Modifying a Report Paragraph 2
5.2 Format reports		
5.2.1	Format a report into multiple columns	385, Preparing a Report Paragraph 3 386, Hands- On Example 10.2.4
5.2.2	Modify report positioning	388, Modifying a Report Paragraph 5
5.2.3	Format report elements	388, Modifying a Report Paragraph 6
5.2.4	Change report orientation	388, Modifying a Report Paragraph 7
5.2.5	Insert information in report headers and footers	386, Hands- On Example 10.2.4
5.2.6	Insert images on reports	386, Hands- On Example 10.2.4



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Standards		Correlating Textbook Pages
Manage Worksheets and Workbooks		
1.1 Import data into workbooks		
1.1.1	Import data from .txt files	300, Entering Data Paragraph 5
1.1.2	Import data from .csv files	300, Entering Data Paragraph 5
1.2 Navigate within workbooks		
1.2.1	Search for data within a workbook	319, Finding Data
1.2.2	Navigate to named cells, ranges, or workbook elements	298, Navigating a Spreadsheet Paragraph 1
1.2.3	Insert and remove hyperlinks	308, Formatting Text Paragraph 5
1.3 Format worksheets and workbooks		
1.3.1	Modify page setup	324, Printing a Spreadsheet Paragraph 1
1.3.2	Adjust row height and column width	311, Formatting Cell Size Paragraph 1
1.3.3	Customize headers and footers	325, Header and Footer
1.4 Customize options and views		
1.4.1	Customize the Quick Access toolbar	105 Common Features and Functions Paragraph 1
1.4.2	Display and modify workbook content in different views	323, Viewing Data
1.4.3	Freeze worksheet rows and columns	314, Modifying Worksheets Paragraph 2
1.4.4	Change window views	146, Zooming 299, Navigating a Spreadsheet Paragraph 2
1.4.5	Modify basic workbook properties	307, Customizing the Appearance Paragraph 1
1.4.6	Display formulas	300, Entering Data Paragraph 8
1.5 Configure content for collaboration		
1.5.1	Set a print area	327, Set a Print Area
1.5.2	Save workbooks in alternative file formats	114, Saving Files
1.5.3	Configure print settings	324, Printing a Spreadsheet
1.5.4	Inspect workbooks for issues	147, File Metadata Paragraph 1
Manage Data Cells and Ranges		
2.1 Manipulate data in worksheets		
2.1.1	Paste data by using special paste options	138, Moving, Copying, Cutting, and Pasting Text and Images Paragraph 5
2.1.2	Fill cells by using Auto Fill	300, Entering Data Paragraph 7
2.1.3	Insert and delete multiple columns or rows	312, Adding Columns and Rows Paragraph 1



Standards		Correlating Textbook Pages
2.1.4	Insert and delete cells	312, Adding Columns and Rows Paragraph 1 314, Deleting and Hiding Columns and Rows
2.2 Format cells and ranges		
2.2.1	Merge and unmerge cells	313, Merging Cells Paragraph 1
2.2.2	Modify cell alignment, orientation, and indentation	308, Formatting Text Paragraph 5 311, Formatting Cell Size Paragraph 1
2.2.3	Format cells by using Format Painter	142, Format Painter Paragraph 1
2.2.4	Wrap text within cells	307, Formatting Text
2.2.5	Apply number formats	309, Formatting Numbers
2.2.6	Apply cell formats from the Format Cells dialog box	307, Customizing the Appearance Paragraph 1
2.2.7	Apply cell styles	307, Formatting Text
2.2.8	Clear cell formatting	139, Formatting Text Paragraph 1 307, Formatting Text Paragraph 3
2.3 Define and reference named ranges		
2.3.1	Define a named range	336, Common Functions Paragraph 8
2.3.2	Name a table	355, Tables Paragraph 4
2.4 Summarize data visually		
2.4.1	Insert Sparklines	350, Charts Paragraph 6
2.4.2	Apply built-in conditional formatting	347, Conditional Formatting
2.4.3	Remove conditional formatting	347, Conditional Formatting Paragraph 6
Manage Tables and Table Data		
3.1 Create and format tables		
3.1.1	Create Excel tables from cell ranges	355, Paragraph 1
3.1.2	Apply table styles	281, Hands- On Example 7.3.1
3.1.3	Convert tables to cell ranges	356, Tables Paragraph 7
3.2 Modify tables		
3.2.1	Add or remove table rows and columns	355, Paragraph 1
3.2.2	Configure table style options	355, Paragraph 1
3.2.3	Insert and configure total rows	355, Tables Paragraph 3
3.3 Filter and sort table data		
3.3.1	Filter records	321, Filtering Data
3.3.2	Sort data by multiple columns	320, Sorting Data Paragraph 1
Perform Operations by using Formulas and Functions		
4.1 Insert references		
4.1.1	Insert relative, absolute, and mixed references	316, Relative Cell Addresses



Standards		Correlating Textbook Pages
4.1.2	Reference named ranges and named tables in formulas	336, Common Functions Paragraph 8
4.2 Calculate and transform data		
4.2.1	Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions	335, Common Functions Paragraph 2
4.2.2	Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions	344, Other Logical Functions Paragraph 3
4.2.3	Perform conditional operations by using the IF() function	343, IF Logical Function
4.3 Format and modify text		
4.3.1	Format text by using RIGHT(), LEFT(), and MID() functions	340, Text Functions
4.3.2	Format text by using UPPER(), LOWER(), and LEN() functions	340, Text Functions
4.3.3	Format text by using the CONCAT() and TEXTJOIN() functions	340, Text Functions
Manage Charts		
5.1 Create charts		
5.1.1	Create charts	349, Charts Paragraph 1
5.1.2	Create chart sheets	351, Charts Paragraph 7
5.2 Modify charts		
5.2.1	Add data series to charts	351, Hands- On Example 9.2.2
5.2.2	Switch between rows and columns in source data	351, Hands- On Example 9.2.2
5.2.3	Add and modify chart elements	351, Hands- On Example 9.2.2
5.3 Format charts		
5.3.1	Apply chart layouts	351, Hands- On Example 9.2.2
5.3.2	Apply chart styles	351, Hands- On Example 9.2.2
5.3.3	Add alternative text to charts for accessibility	133, Adding Alternative Text



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Standards		Correlating Text Pages
Manage Outlook Settings and Processes		
1.1 Customize Outlook settings		
1.1.1	Change the display of messages, calendar items, contact records, and tasks	431, Customizing Outlook Settings
1.1.2	Add accounts	415, Microsoft Outlook Paragraph 2
1.1.3	Configure automatic replies	424, Auto Respond
1.2 Configure mail settings		
1.2.1	Specify default fonts for new messages and responses	431, Configuring Mail Settings
1.2.2	Customize reply message settings	431, Configuring Mail Settings
1.2.3	Create, assign, and modify signatures	432, Configuring Mail Settings Paragraph 3
1.3 Perform search operations		
1.3.1	Create search folders	432, Performing Search Operations Paragraph 3
1.3.2	Search for messages, calendar items, contacts, and tasks	432, Performing Search Operations Paragraph 4
1.3.3	Search by using advanced find	433, Performing Search Operations Paragraph 5
1.4 Print and save information		
1.4.1	Print message, calendar, contact, and task information	433, Printing and Saving Information
1.4.2	Save message attachments	433, Printing and Saving Information Paragraph 2
1.4.3	Preview message attachments	433, Printing and Saving Information Paragraph 2
1.4.4	Save messages in alternative formats	433, Printing and Saving Information Paragraph 3
Manage Messages		
2.1 Create messages		
2.1.1	Add or remove message attachments	421, Attachments Paragraph 1
2.1.2	Designate recipients by using courtesy copy (CC) and blind courtesy copy (BCC)	417, Header Paragraph 2
2.1.3	Use @mention to get someone’s attention	434, Creating Messages Paragraph 3
2.1.4	Forward and reply to messages	420, Replying to and Forwarding Messages Paragraph 1
2.1.5	Flag outgoing messages for follow up	434, Creating Messages Paragraph 4
2.1.6	Set the importance and sensitivity of outgoing messages	434, Creating Messages Paragraph 6



Standards		Correlating Text Pages
2.2 Insert message content		
2.2.1	Insert hyperlinks	435, Inserting Message Content Paragraph 2
2.2.2	Insert images	435, Inserting Message Content Paragraph 1
2.2.3	Add signatures to individual messages	425, Signatures 425 Hands-On Example 11.1.3
2.3 Organize and manage messages		
2.3.1	Sort messages	431, Customizing Outlook Settings Paragraph 3 436, Organizing and Managing Messages
2.3.2	Create folders	436, Organizing and Managing Messages
2.3.3	Move messages between folders	436, Organizing and Managing Messages
2.3.4	Categorize messages	434, Creating Messages Paragraph 7
2.3.5	Flag received messages	434, Creating Messages Paragraph 4
2.3.6	Ignore conversations	436, Organizing and Managing Messages Paragraph 4
2.3.7	Change the display of messages	431, Customizing Outlook Settings
Manage Schedules		
3.1 Create and manage calendars		
3.1.1	Set calendar work times	437, Creating and Managing Calendars Paragraph 1
3.1.2	Manage multiple calendars	437, Creating and Managing Calendars Paragraph 1
3.2 Create appointments, meetings, and events		
3.2.1	Create recurring calendar items	438, Creating Appointments, Meetings, and Events Paragraph 2
3.2.2	Cancel meetings	439, Creating Appointments, Meetings, and Events Paragraph 8
3.2.3	Create calendar items from messages	438, Creating Appointments, Meetings, and Events Paragraph 7
3.2.4	Set calendar item times and time zones	438, Creating Appointments, Meetings, and Events Paragraph 2
3.2.5	Set up meetings by using the scheduling assistant	439, Creating Appointments, Meetings, and Events Paragraph 9
3.2.6	Set availability for calendar items	439, Creating Appointments, Meetings, and Events Paragraph 10
3.3 Organize and manage appointments, meetings, and events		
3.3.1	Forward calendar items	438, Creating Appointments, Meetings, and Events Paragraph 6
3.3.2	Configure reminders	439, Organizing and Managing Appointments, Meetings, and Events Paragraph 2
3.3.3	Invite meeting participants	438, Creating Appointments, Meetings, and Events Paragraph 5



Standards		Correlating Text Pages
3.3.4	Respond to invitations	439, Organizing and Managing Appointments, Meetings, and Events
3.3.5	Update individual or recurring calendar items	438, Creating Appointments, Meetings, and Events Paragraph 4
Manage Contacts and Tasks		
4.1 Create and manage contact records		
4.1.1	Import contacts from external sources	441, Create Contact Records Paragraph 2
4.1.2	Edit contact information	441, Manage Contact Records
4.1.3	Share contacts	441, Manage Contact Records Paragraph 2
4.2 Create and manage contact groups		
4.2.1	Create and delete contact groups	422, Address Book Paragraph 2
4.2.2	Add contacts to existing contact groups	422, Address Book Paragraph 2
4.2.3	Update contacts within contact groups	422, Address Book Paragraph 2
4.2.4	Delete contact group members	422, Address Book Paragraph 2
4.3 Create and manage tasks		
4.3.1	Create and manage tasks	441 Creating Tasks 442 Managing Tasks



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Standards		Correlating Text Pages
Manage Presentations		
1.1 Modify slide masters, handout masters, and note masters		
1.1.1	Change the slide master theme or background	254, Formatting a Presentation Using a Theme
1.1.2	Modify slide master content	249, Adding New Slides and Text Paragraph 3
1.1.3	Create slide layouts	249, Adding New Slides and Text Paragraph 3
1.1.4	Modify slide layouts	249, Adding New Slides and Text Paragraph 3
1.1.5	Modify the handout master	249, Adding New Slides and Text Paragraph 3 288, Creating Handouts Paragraph 5
1.1.6	Modify the notes master	285, Creating Speaker Notes Paragraph 4
1.2 Change presentation options and views		
1.2.1	Change slide size	249, Adding New Slides and Text Paragraph 2
1.2.2	Display presentations in different views	145, Overall Views Paragraph 1
1.2.3	Set basic file properties	88, File Properties 147, Protected Views Paragraph 3
1.3 Configure print settings for presentations		
1.3.1	Print all or part of a presentation	116, Printing Files Paragraph 3 286, Hands- On Example 7.3.3
1.3.2	Print notes pages	286, Hands- On Example 7.3.3
1.3.3	Print handouts	289, Hands- On Example 7.3.4
1.3.4	Print in color, grayscale, or black and white	289, Hands- On Example 7.3.4
1.4 Configure and present slide shows		
1.4.1	Create custom slide shows	265, Creating a New Presentation
1.4.2	Configure slide show options	258, Proofing and Displaying a Presentation Paragraph 6
1.4.3	Rehearse slide show timing	260, Sharing a Presentation Paragraph 3
1.4.4	Set up slide show recording options	260, Sharing a Presentation Paragraph 3
1.4.5	Present slide shows by using Presenter View	257, Proofing and Displaying a Presentation Paragraph 5
1.5 Prepare presentations for collaboration		
1.5.1	Mark presentations as final	259, Proofing and Displaying a Presentation Paragraph 8
1.5.2	Protect presentations by using passwords	147, Protected Views Paragraph 3



Standards		Correlating Text Pages
1.5.3	Inspect presentations for issues	147, File Metadata Paragraph 1
1.5.4	Add and manage comments	187, Tracking Changes and Managing Comments Paragraph 7
1.5.5	Preserve presentation content	146, Protected Views
1.5.6	Export presentations to other formats	259, Sharing a Presentation
Manage Slides		
2.1 Insert slides		
2.1.1	Import Word document outlines	250, Adding New Slides and Text Paragraph 8
2.1.2	Insert slides from another presentation	256, Reusing Slides
2.1.3	Insert slides and select slide layouts	249, Adding New Slides and Text Paragraph 2
2.1.4	Insert Summary Zoom slides	276, Summary, Section, and Slide Zooms
2.1.5	Duplicate slides	262, Deleting Slides Paragraph 1
2.2 Modify slides		
2.2.1	Hide and unhide slides	261, Managing the Presentation Paragraph 3
2.2.2	Modify individual slide backgrounds	272, Inserting a Background Image
2.2.3	Insert slide headers, footers, and page numbers	274, Adding Headers and Footers
2.3 Order and group slides		
2.3.1	Create sections	276, Creating Sections
2.3.2	Modify slide order	262, Rearranging Slides
2.3.3	Rename sections	276, Creating Sections
Insert and Format Text, Shapes, and Images		
3.1 Format text		
3.1.1	Apply formatting and styles to text	140, Styles
3.1.2	Format text in multiple columns	250, Adding New Slides and Text Paragraph 7
3.1.3	Create bulleted and numbered lists	123, Creating and Working with Lists
3.2 Insert links		
3.2.1	Insert hyperlinks	270, Creating a Hyperlink
3.2.2	Insert Section Zoom links and Slide Zoom links	276, Summary, Section, and Slide Zooms
3.3 Insert and format images		
3.3.1	Resize and crop images	127, Cropping an Image Paragraph 1
3.3.2	Apply built-in styles and effects to images	126, Inserting Media Files Paragraph 2
3.3.3	Insert screenshots and screen clippings	133, Adding Screenshots and Screen Clippings Paragraph 1
3.4 Insert and format graphic elements		



Standards		Correlating Text Pages
3.4.1	Insert and change shapes	130, Adding Shapes and Text Boxes Paragraph 1 252, Adding Graphics Paragraph 5
3.4.2	Draw by using digital ink	275, Digital Ink
3.4.3	Add text to shapes and text boxes	130, Adding Shapes and Text Boxes Paragraph 1 130, Adding Shapes and Text Boxes Paragraph 2 249, Adding New Slides and Text Paragraph 6
3.4.4	Resize shapes and text boxes	130, Adding Shapes and Text Boxes Paragraph 2
3.4.5	Format shapes and text boxes	130, Adding Shapes and Text Boxes Paragraph 1 130, Adding Shapes and Text Boxes Paragraph 2 250, Adding New Slides and Text Paragraph 7
3.4.6	Apply built-in styles to shapes and text boxes	252, Adding Graphics Paragraph 5
3.4.7	Add alt text to graphic elements for accessibility	133, Adding Alternative Text Paragraph 1
3.5 Order and group objects on slides		
3.5.1	Order shapes, images, and text boxes	127, Image Location and Size Paragraph 3
3.5.2	Align shapes, images, and text boxes	127, Image Location and Size Paragraph 5
3.5.3	Group shapes and images	127, Image Location and Size Paragraph 4
3.5.4	Display alignment tools	127, Image Location and Size Paragraph 5
Insert Tables, Charts, SmartArt, CD Models, and Media		
4.1 Insert and format tables		
4.1.1	Create and insert tables	279, Creating Tables Paragraph 4
4.1.2	Insert and delete table rows and columns	279, Creating Tables
4.1.3	Apply built-in table styles	280, Hands- On Example 7.3.1
4.2 Insert and modify charts		
4.2.1	Create and insert charts	281, Creating Charts
4.2.2	Modify charts	282, Creating Charts Paragraph 3
4.3 Insert and format SmartArt graphics		
4.3.1	Insert SmartArt graphics	130, Inserting SmartArt Paragraph 2
4.3.2	Convert lists to SmartArt graphics	131, Inserting SmartArt Paragraph 4
4.3.3	Add and modify SmartArt graphic content	130, Inserting SmartArt Paragraph 2
4.4 Insert and modify 3D models		
4.4.1	Insert 3D models	126, Inserting Media Files Paragraph 3
4.4.2	Modify 3D models	128, 3D Models Paragraph 1
4.5 Insert and manage media		
4.5.1	Insert audio and video clips	254, Adding Video Paragraph 1
4.5.2	Create and insert screen recordings	275, Screen Recordings



Standards		Correlating Text Pages
4.5.3	Configure media playback options	254, Adding Video Paragraph 2
Apply Transitions and Animations		
5.1 Apply and configure slide transitions		
5.1.1	Apply basic and 3D slide transitions	267, Advanced Features
5.1.2	Configure transition effects	267, Advanced Features
5.2 Animate slide content		
5.2.1	Animate text and graphic elements	269, Animating Objects
5.2.2	Animate 3D models	128, Using Animated 3D Models 269, Animating Objects
5.2.3	Configure animation effects	269, Animating Objects
5.2.4	Configure animation paths	269, Animating Objects
5.2.5	Reorder animations on a slide	269, Hands- On Example 7.2.3
5.3 Set timing for transitions		
5.3.1	Set transition effect duration	268, Hands- On Example 7.2.2
5.3.2	Configure transition start and finish options	268, Hands- On Example 7.2.2

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Standards		Correlating Text Pages
Manage Documents		
1.1 Navigate within documents		
1.1.1	Search for text	136, Finding Text
1.1.2	Link to locations within documents	270, Creating a Hyperlink Paragraph 1 308, Formatting Text Paragraph 5
1.1.3	Move to specific locations and objects in documents	138, Moving, Copying, Cutting and Pasting Text and Images Paragraph 2 162, Entering Text Paragraph 6
1.1.4	Show and hide formatting symbols and hidden text	107, Toggle Buttons, Paragraph 1 108, Hands-On Example 4.1.2
1.2 Format documents		
1.2.1	Set up document pages	165, Page Layout
1.2.2	Apply style sets	169, Paragraph Styles
1.2.3	Insert and modify headers and footers	222, Page Numbering Paragraph 1
1.2.4	Configure page background elements	223, Title Page Paragraph 4
1.3 Save and share documents		
1.3.1	Save documents in alternative file formats	114, Saving Files
1.3.2	Modify basic document properties	88, File Properties Paragraph 1 165, Page Layout
1.3.3	Modify print settings	116, Printing Files
1.3.4	Share documents electronically	78, Sharing Files Online
1.4 Inspect documents for issues		
1.4.1	Locate and remove hidden properties and personal information	147, File Metadata Paragraph 1
1.4.2	Locate and correct accessibility issues	147, File Metadata Paragraph 4
1.4.3	Locate and correct compatibility issues	147, File Metadata Paragraph 4
Insert and Format Text, Paragraphs, and Sections		
2.1 Insert text and paragraphs		
2.1.1	Find and replace text	136, Finding Text
2.1.2	Insert symbols and special characters	185, Setting Proofing Options Paragraph 3
2.2 Format text and paragraphs		



Standards		Correlating Text Pages
2.2.1	Apply text effects	139, Formatting Text 163, Formatting Text Paragraph 1 185, Setting Proofing Option Paragraph 3
2.2.2	Apply formatting by using Format Painter	142, Format Painter
2.2.3	Set line and paragraph spacing and indentation	168, Modifying Line Spacing and Paragraph Alignment Paragraph 1
2.2.4	Apply built-in styles to text	169, Paragraph Styles
2.2.5	Clear formatting	139, Formatting Text
2.3 Create and configure document sections		
2.3.1	Format text in multiple columns	173, Column Breaks 173, Section Breaks
2.3.2	Insert page, section, and column breaks	172, Adding Breaks 173, Section Breaks
2.3.3	Change page setup options for a section	166, Orientation Paragraph 2 173, Section Breaks
Manage table and lists		
3.1 Create tables		
3.1.1	Convert text to tables	P.174, Creating a Table
3.1.2	Convert tables to text	174, Creating a Table Paragraph 3
3.1.3	Create tables by specifying rows and columns	174, Creating a Table
3.2 Modify tables		
3.2.1	Sort table data	125, Sorting a List Paragraph 4 175, Creating a Table Paragraph 5
3.2.2	Configure cell margins and spacing	174, Creating a Table Paragraph 3 177, Resizing a Table
3.2.3	Merge and split cells	176, Splitting and Merging Cells and Tables Paragraph 1
3.2.4	Resize tables, rows, and columns	177, Resizing a Table Paragraph 1-2
3.2.5	Split tables	177, Splitting and Merging Cells and Tables Paragraph 3
3.2.6	Configure a repeating row header	176, Adding Columns and Rows Paragraph 3
Create and Manage References		
4.1 Create and manage reference elements		
4.1.1	Insert footnotes and endnotes	226-227, Hands- On Example 6.2.4
4.1.2	Modify footnote and endnote properties	225, Citations Paragraph 4
4.1.3	Create and modify bibliography citation sources	226-227, Hands- On Example 6.2.4



Standards		Correlating Text Pages
4.1.4	Insert citations for bibliographies	226-227, Hands- On Example 6.2.4
4.2 Create and manage reference tables		
4.2.1	Insert tables of contents	223, Table of Contents Paragraph 1
4.2.2	Customize tables of contents	224, Hands- On Example 6.2.3
4.2.3	Insert bibliographies	224, Citations
Insert and Format Graphic Elements		
5.1 Insert illustrations and text boxes		
5.1.1	Insert shapes	126, Inserting Media Files Paragraph 1 130, Adding Shapes and Text Boxes
5.1.2	Insert pictures	126, Inserting Media Files Paragraph 1
5.1.3	Insert 3D models	126, Inserting Media Files Paragraph 3
5.1.4	Insert SmartArt graphics	130, Inserting SmartArt Paragraph 2
5.1.5	Insert screenshots and screen clippings	133, Adding Screenshots and Screen Clippings
5.1.6	Insert text boxes	130, Adding Shapes and Text Boxes Paragraph 2
5.2 Format illustrations and text boxes		
5.2.1	Apply artistic effects	126, Inserting Media Files Paragraph 2
5.2.2	Apply picture effects and picture styles	126, Inserting Media Files Paragraph 2
5.2.3	Remove picture backgrounds	126, Inserting Media Files Paragraph 2
5.2.4	Format graphic elements	P.126, Image Location and Size
5.2.5	Format SmartArt graphics	132, Inserting SmartArt Paragraph 7
5.2.6	Format 3D models	128, 3D Models
5.3 Add text to graphic elements		
5.3.1	Add and modify text in text boxes	P.126, Adding Shapes and Text Boxes Paragraph 2
5.3.2	Add and modify text in shapes	130, Adding Shapes and Text Boxes
5.3.3	Add and modify SmartArt graphic content	131, Inserting SmartArt Paragraph 6
5.4 Modify graphic elements		
5.4.1	Position objects	P.126, Image Location and Size
5.4.2	Wrap text around objects	P.126, Image Location and Size Paragraph 3
5.4.3	Add alternative text to objects for accessibility	133, Adding Alternative Text
Manage Document Collaboration		
6.1 Add and manage comments		
6.1.1	Add comments	187, Tracking Changes and Managing Comments Paragraph 7
6.1.2	Review and reply to comments	187, Tracking Changes and Managing Comments Paragraph 7



Standards		Correlating Text Pages
6.1.3	Resolve comments	187, Tracking Changes and Managing Comments Paragraph 7
6.1.4	Delete comments	187, Tracking Changes and Managing Comments Paragraph 7
6.2 Manage change tracking		
6.2.1	Track changes	186, Tracking Changes and Managing Comments Paragraph 1 & 3
6.2.2	Review tracked changes	186-187, Tracking Changes and Managing Comments Paragraph 1 & 6
6.2.3	Accept and reject tracked changes	186-187, Tracking Changes and Managing Comments Paragraph 1 & 6
6.2.4	Lock and unlock change tracking	186, Tracking Changes and Managing Comments Paragraph 5