



Goodheart-Willcox Publisher

18604 West Creek Drive • Tinley Park, IL 60477 • 800.323.0440 • www.g-w.com

Goodheart-Willcox Publisher		
Correlation of <i>Principles of Digital Information Technology</i> © 2021		
by Kathleen M. Austin, Lorraine N. Bergkvist		
to the Microsoft Office Specialist (MOS) Certification standards for Word		
STANDARD		G-W CORRELATING PAGES
Manage Documents		
1.1 Navigate within documents		
1.1.1	Search for text	P. 246, Finding Text
1.1.2	Link to locations within documents	P. 380, Creating a Hyperlink Paragraph 1 P. 418, Formatting Text Paragraph 5
1.1.3	Move to specific locations and objects in documents	P. 248, Moving, Copying, Cutting and Pasting Text and Images Paragraph 2 P. 272, Entering Text Paragraph 6
1.1.4	Show and hide formatting symbols and hidden text	P. 217, Toggle Buttons, Paragraph 1 P. 218, Hands-On Example 6.1.2
1.2 Format documents		
1.2.1	Set up document pages	P. 271 Starting a Document P. 275, Page Layout
1.2.2	Apply style sets	P. 279, Paragraph Styles
1.2.3	Insert and modify headers and footers	P. 332, Page Numbering Paragraph 1
1.2.4	Configure page background elements	P. 333, Title Page Paragraph 4
1.3 Save and share documents		
1.3.1	Save documents in alternative file formats	P. 224, Saving Files
1.3.2	Modify basic document properties	P. 164, File Properties Paragraph 1 P. 275, Page Layout
1.3.3	Modify print settings	P. 226, Printing Files
1.3.4	Share documents electronically	P. 154, Sharing Files Online
1.4 Inspect documents for issues		
1.4.1	Locate and remove hidden properties and personal information	P. 257, File Metadata Paragraph 1
1.4.2	Locate and correct accessibility issues	P. 257, File Metadata Paragraph 4
1.4.3	Locate and correct compatibility issues	P. 257, File Metadata Paragraph 4
Insert and Format Text, Paragraphs, and Sections		
2.1 Insert text and paragraphs		
2.1.1	Find and replace text	P. 246, Finding Text P. 247 Replacing Text

2.1.2	Insert symbols and special characters	P. 295, Setting Proofing Options Paragraph 3
2.2 Format text and paragraphs		
2.2.1	Apply text effects	P. 249, Formatting Text P. 273, Formatting Text Paragraph 1
2.2.2	Apply formatting by using Format Painter	P. 252, Format Painter
2.2.3	Set line and paragraph spacing and indentation	P. 278, Modifying Line Spacing and Paragraph Alignment Paragraph 1
2.2.4	Apply built-in styles to text	P. 279, Paragraph Styles
2.2.5	Clear formatting	P. 249, Formatting Text
2.3 Create and configure document sections		
2.3.1	Format text in multiple columns	P. 283, Column Breaks P. 283, Section Breaks
2.3.2	Insert page, section, and column breaks	P. 282, Adding Breaks P. 283, Section Breaks
2.3.3	Change page setup options for a section	P. 276, Orientation Paragraph 2 P. 283, Section Breaks
Manage table and lists		
3.1 Create tables		
3.1.1	Convert text to tables	P. 284, Creating a Table
3.1.2	Convert tables to text	P. 284, Creating a Table Paragraph 3
3.1.3	Create tables by specifying rows and columns	P. 284, Creating a Table
3.2 Modify tables		
3.2.1	Sort table data	P. 235, Sorting a List Paragraph 4 P. 285, Creating a Table Paragraph 5
3.2.2	Configure cell margins and spacing	P. 284, Creating a Table Paragraph 3 P. 287, Resizing a Table
3.2.3	Merge and split cells	P. 286, Splitting and Merging Cells and Tables Paragraph 1
3.2.4	Resize tables, rows, and columns	P. 287, Resizing a Table Paragraph 1-2
3.2.5	Split tables	P. 287, Splitting and Merging Cells and Tables Paragraph 3
3.2.6	Configure a repeating row header	P. 286, Adding Columns and Rows Paragraph 3
3.3 Create and modify lists		
3.3.1	Format paragraphs as numbered and bulleted lists	P. 233, Creating and Working with Lists
3.3.2	Change bullet characters and number formats	P. 234, Creating a List Paragraph 5

3.3.3	Define custom bullet characters and number formats	P. 234, Creating a List Paragraph 5
3.3.4	Increase and decrease list levels	P. 233, Creating a List
3.3.5	Restart and continue list numbering	P. 234, Creating a List Paragraph 3
3.3.6	Set starting number values	P. 234, Creating a List Paragraph 3
Create and Manage References		
4.1 Create and manage reference elements		
4.1.1	Insert footnotes and endnotes	P. 336-337, Hands- On Example 6.2.4
4.1.2	Modify footnote and endnote properties	P. 335, Citations Paragraph 4
4.1.3	Create and modify bibliography citation sources	P. 336-337, Hands- On Example 6.2.4
4.1.4	Insert citations for bibliographies	P. 336-337, Hands- On Example 6.2.4
4.2 Create and manage reference tables		
4.2.1	Insert tables of contents	P. 333, Table of Contents Paragraph 1
4.2.2	Customize tables of contents	P. 334, Hands- On Example 6.2.3
4.2.3	Insert bibliographies	P. 334, Citations
Insert and Format Graphic Elements		
5.1 Insert illustrations and text boxes		
5.1.1	Insert shapes	P. 236, Inserting Media Files Paragraph 1 P. 240, Adding Shapes and Text Boxes
5.1.2	Insert pictures	P. 236, Inserting Media Files Paragraph 1
5.1.3	Insert 3D models	P. 236, Inserting Media Files Paragraph 3
5.1.4	Insert SmartArt graphics	P. 240, Inserting SmartArt Paragraph 2
5.1.5	Insert screenshots and screen clippings	P. 243, Adding Screenshots and Screen Clippings
5.1.6	Insert text boxes	P. 240, Adding Shapes and Text Boxes Paragraph 2
5.2 Format illustrations and text boxes		
5.2.1	Apply artistic effects	P. 236, Inserting Media Files Paragraph 2
5.2.2	Apply picture effects and picture styles	P. 236, Inserting Media Files Paragraph 2
5.2.3	Remove picture backgrounds	P. 236, Inserting Media Files Paragraph 2
5.2.4	Format graphic elements	P. 236, Image Location and Size
5.2.5	Format SmartArt graphics	P. 242, Inserting SmartArt Paragraph 7
5.2.6	Format 3D models	P. 238, 3D Models
5.3 Add text to graphic elements		
5.3.1	Add and modify text in text boxes	P. 240, Adding Shapes and Text Boxes Paragraph 2
5.3.2	Add and modify text in shapes	P. 240, Adding Shapes and Text Boxes

5.3.3	Add and modify SmartArt graphic content	P. 241, Inserting SmartArt Paragraph 6
5.4 Modify graphic elements		
5.4.1	Position objects	P. 236, Image Location and Size
5.4.2	Wrap text around objects	P. 237, Image Location and Size Paragraph 3
5.4.3	Add alternative text to objects for accessibility	P. 243, Adding Alternative Text
Manage Document Collaboration		
6.1 Add and manage comments		
6.1.1	Add comments	P. 297, Tracking Changes and Managing Comments Paragraph 7
6.1.2	Review and reply to comments	P. 297, Tracking Changes and Managing Comments Paragraph 7
6.1.3	Resolve comments	P. 297, Tracking Changes and Managing Comments Paragraph 7
6.1.4	Delete comments	P. 297, Tracking Changes and Managing Comments Paragraph 7
6.2 Manage change tracking		
6.2.1	Track changes	P. 296, Tracking Changes and Managing Comments Paragraph 1 & 3
6.2.2	Review tracked changes	P. 296-297, Tracking Changes and Managing Comments Paragraph 1 & 6
6.2.3	Accept and reject tracked changes	P. 296-297, Tracking Changes and Managing Comments Paragraph 1 & 6
6.2.4	Lock and unlock change tracking	P. 297, Tracking Changes and Managing Comments Paragraph 5