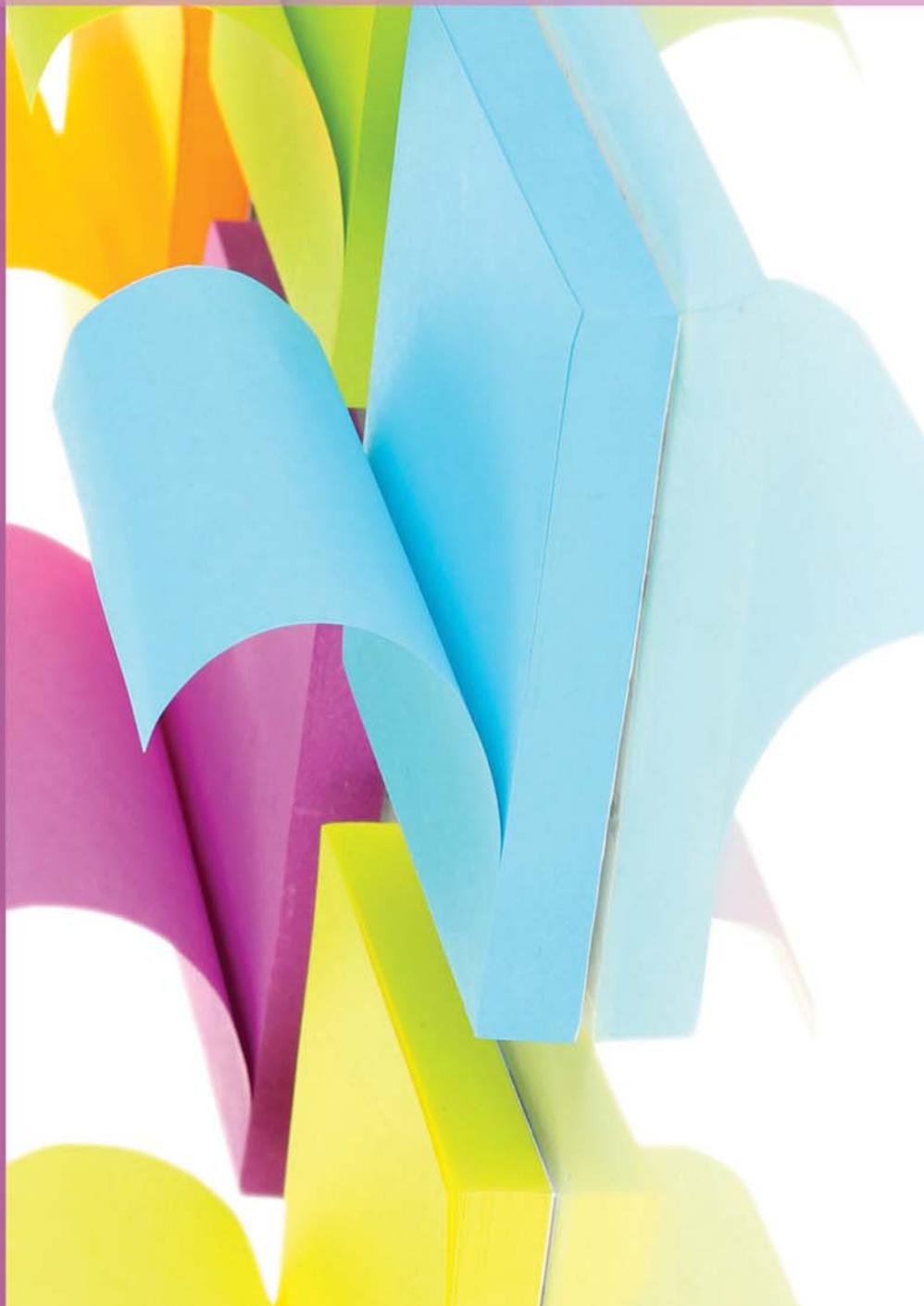


G-W Goodheart-Willcox Publisher

Common
Occupational
Readiness
Essentials

CERTIFICATION PREP
Microsoft
Word
2016

D. Michael Floor



Certification Prep Series

by D. Michael Floor



Certification Prep Series consists of individual guides that provide practice in the basic skills needed to be successful using the corresponding software. No previous software experience is required. Although the guides focus on learning skills, not test taking, users that complete the practice will be prepared to take the official software certification exam and exhibit workplace readiness. Step-by-step instructions demonstrate actual software commands and features, building from basic to advanced. Content is divided into small units for better learning and usage. There is no need to purchase additional materials as all lesson content is created using the software.

- Provides an affordable way to prepare for industry certification versus other methods.
- Integrates easily into existing classroom activities.
- Focuses on hands-on experience to develop skills.

Microsoft Office Products

- Microsoft Word 2016
- Microsoft Excel 2016
- Microsoft PowerPoint 2016
- Microsoft Outlook 2016
- Microsoft Access 2016
- Microsoft Word 2013
- Microsoft Excel 2013
- Microsoft PowerPoint 2013
- Microsoft Outlook 2013
- Microsoft Access 2013

Microsoft Office 2010 is also available.

Adobe Products

- Adobe Photoshop Creative Cloud
- Adobe Dreamweaver Creative Cloud
- Adobe Flash Creative Cloud
- Adobe Illustrator Creative Cloud
- Adobe InDesign Creative Cloud
- Adobe Photoshop CS6
- Adobe Dreamweaver CS6
- Adobe Flash CS6
- Adobe Photoshop CS5
- Adobe Dreamweaver CS5
- Adobe Flash CS5



To learn more, please contact your G-W Educational Consultant, visit www.g-w.com, or call 800.323.0440.

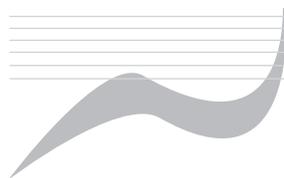
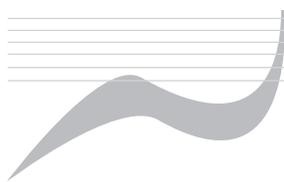


Table of Contents

<i>Lesson 1</i>	<i>Basic Overview</i>	<i>5</i>
<i>Lesson 2</i>	<i>Quick Tour and Features</i>	<i>17</i>
<i>Lesson 3</i>	<i>Images and WordArt Basics</i>	<i>29</i>
<i>Lesson 4</i>	<i>Table Basics</i>	<i>37</i>
<i>Lesson 5</i>	<i>Lists, Colors, and Shapes</i>	<i>45</i>
<i>Lesson 6</i>	<i>Hyperlinks, Bookmarks, and Section Breaks</i>	<i>53</i>
<i>Lesson 7</i>	<i>References</i>	<i>59</i>
<i>Lesson 8</i>	<i>Page Views</i>	<i>67</i>
<i>Lesson 9</i>	<i>Reviewing a Document</i>	<i>71</i>
<i>Lesson 10</i>	<i>Backstage Tasks</i>	<i>75</i>
<i>Lesson 11</i>	<i>Mailings</i>	<i>81</i>
	<i>Skills Mastery: Certification Simulation</i>	<i>87</i>



Introduction

The Common Occupational Readiness Essentials (CORE) series of certification preparation guides focuses on mastering the essential basic skills needed as a workplace-ready user of the software. The goal of each CORE certification preparation guide is to provide practice in each essential basic skill required by employers who use the software. To prove workplace readiness, you will also be prepared to take the official certification exam for the software.

CORE Microsoft Word 2016 will help prepare you to take the Microsoft Office Specialist (MOS) Microsoft Word 2016 certification exam. It provides step-by-step instruction for the features and commands covered on the certification exam. The focus of the lessons is to practice *using* the actual commands and features instead of creating a complete end product. All lesson content is created using the software. The only files that need to be downloaded are for the certification simulation at the end of this guide. Furthermore, each certification preparation guide is broken down into small learning units to enable better comprehension and application of the software. Where required, answers are provided at the back of the certification preparation guide.

Certification as a Microsoft Office Specialist demonstrates an aptitude with Microsoft Office software. MOS certification is offered for Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft Access, Microsoft SharePoint, and Microsoft OneNote. Certification exams are provided by Certiport, Inc., through various testing facilities. Visit www.certiport.com for more information on registering for certification exams.

About the Author

D. Michael Ploor is the author of the CORE series of certification preparation guides. Mr. Ploor's students have achieved exceptional results with the CORE certification preparation guides. His students collectively pass more than 500 industry certification exams each year without the need for other preparation materials. Mr. Ploor has demonstrated the strength of integrating the CORE guides in a diverse mix of courses.

Mr. Ploor is also the author of three textbooks on the subject of video game design: *Introduction to Video Game Design*, *Video Game Design Foundations*, and *Video Game Design Composition*. He is a National Board Certified Teacher in Career and Technical Education and holds an MBA degree from the University of South Florida. He maintains professional teaching credentials in Business Education and Education Media Specialist.

Mr. Ploor is at the forefront of innovative teaching and curriculum. He developed STEM curriculum while serving as the lead teacher in the Career Academy of Computer Game Design at Middleton Magnet STEM High School. Mr. Ploor has applied his skills as a STEM Curriculum Integration Specialist in designing innovative curriculum and by collaborating to construct the state standards for video game design in several states. He has also been instrumental in authoring competitive events for Career and Technical Student Organizations such as the Future Business Leaders of America (FBLA) and Phi Beta Lambda (PBL).

In addition to publishing textbooks and lessons, Mr. Ploor provides professional development as a frequent presenter at regional and national conferences to promote CTE education and video game design curriculum.

Lesson 3

Images and WordArt Basics

Objectives

Students will insert WordArt. Students will format WordArt. Students will insert clip art. Students will resize images. Students will apply compression to images. Students will add a caption to an image. Students will set tabs in a document.

How to Begin

TIP The most recently used custom margin setting will appear in the drop-down menu displayed by clicking the **Margins** button. This is a quick way to apply the previous settings.



Themes



Fonts



Insert WordArt

1. Launch Word 2016.
2. Applying what you have learned, start a new blank document, and set the document margins to 0.8" on the top, bottom, left, and right.
3. Click the **Themes** button on the ribbon (**Design** tab>**Document Formatting** group), and click **Quotable** in the drop-down menu. This document theme is applied. A *theme* defines a group of color, font, and effects settings.
4. Click the theme **Fonts** button on the ribbon (**Design** tab>**Document Formatting** group), and click **Franklin Gothic** in the drop-down menu to apply this font theme to the document.
5. Make sure the insertion point is in the body section (not the header or footer), and press the [Enter] key four times to leave four blank lines at the top of the document.
6. With the insertion point at the bottom of the document, enter this text:
I had a wonderful vacation. On my vacation, I visited the ocean. This is my favorite photograph of the ocean.
7. Save the document in your working folder as *LastName_Skills*.

Using WordArt

8. Move the insertion point to the top of the document by clicking there or using the up arrow key.
9. Click the **Insert WordArt** button on the ribbon (**Insert** tab>**Text** group). A drop-down menu is displayed.
10. Click the Fill - Dark Teal, Accent 1, Shadow style in the menu. A text box is added to the document.
11. Replace the default text with Ocean Vacation.
12. Click the border of the text box to select the WordArt. Either the text box or the text within it must be selected in order to make formatting changes.



Text Effects



Text Outline

13. Using the commands in the **Font** group on the **Home** tab on the ribbon, set the font to any decorative typeface of your choice and set the size to 44 points.
14. Click the **Text Effects** button on the ribbon (**Format** on-demand tab>**WordArt Styles** group). In the **Follow Path** area of the drop-down menu that is displayed, click **Transform** and then **Arch Up**, as shown in **Figure 3-1**. The WordArt is fitted to an upward-arching path.
15. Click the drop-down arrow next to the **Text Outline** button on the ribbon (**Format** tab>**WordArt Styles** group), and select the Gold, Accent 4 color in the drop-down menu.
16. Click the drop-down arrow again, and click **Weight** in the drop-down menu. Then, click **1 1/2 pt** in the cascading menu. The text outline is set to 1.5 points thick.

Inserting Online Pictures

17. Move the insertion point to the blank line above the three sentences.

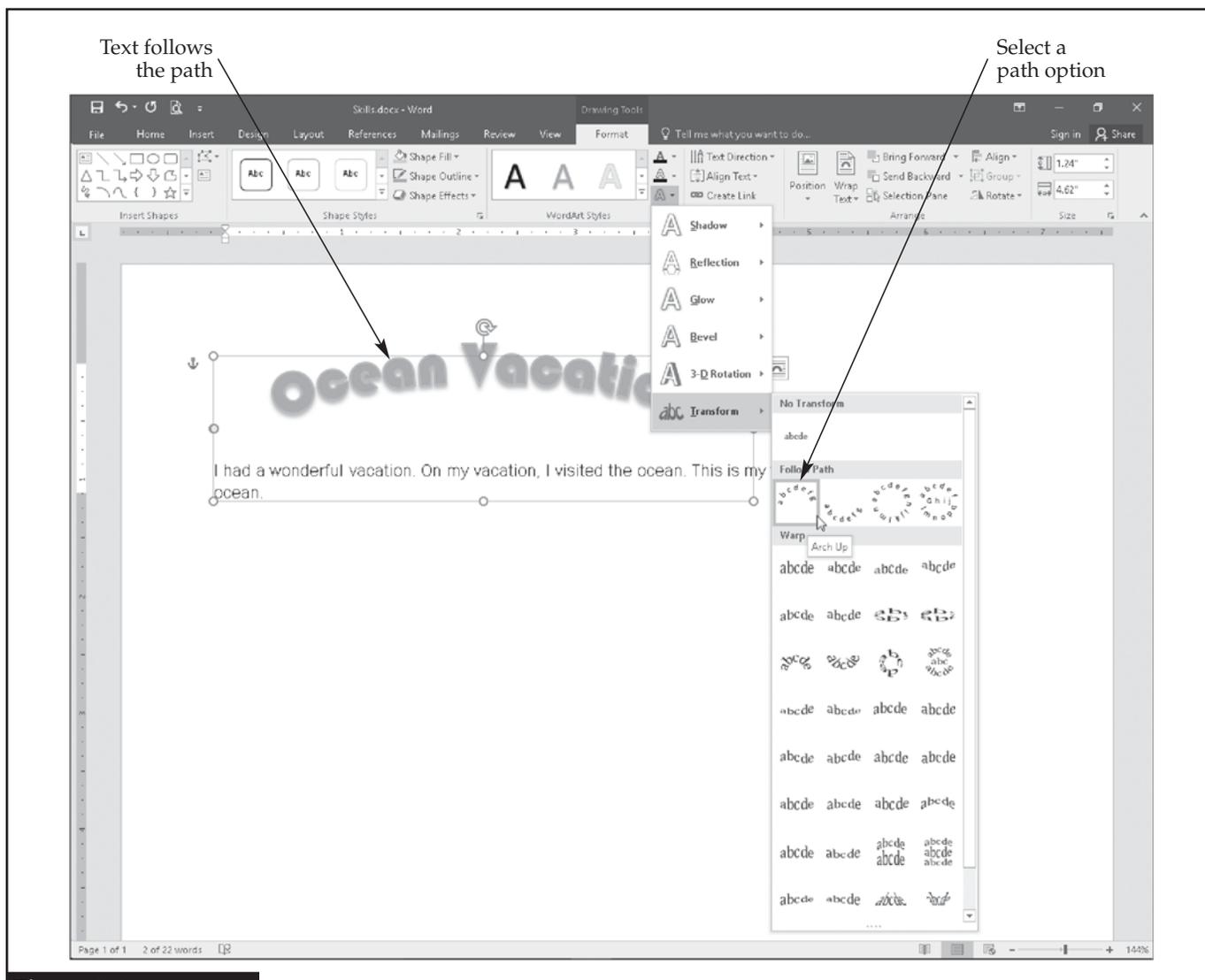


Figure 3-1.

Setting WordArt to follow a path.



Online Pictures

TIP

If the **Format** on-demand tab is not available on the ribbon, double-click the image to display the tab.



Compress Pictures

18. Click the **Online Pictures** button on the ribbon (**Insert** tab>**Illustrations** group). The **Insert Pictures** dialog box is displayed with options to search for clip art using Bing, as shown in **Figure 3-2**. *Clip art* is ready-made artwork packaged with software or available for purchase in a collection.
19. Click in the search box, and enter *ocean*.
20. Click the **Search** button (magnifying glass) to the right of the text box to search for images that meet the entered criteria.
21. In the returned results at the bottom of the dialog box, click the clip art you wish to insert.
22. Click the **Insert** button to place the image and close the dialog box. The clip art is inserted into the document at the current insertion point.

Working with Images

23. With the image selected, click the **Compress Pictures** button on the ribbon (**Format** on-demand tab>**Adjust** group). The **Compress Pictures** dialog box is displayed, as shown in **Figure 3-3**.
24. Check the **Apply only to this picture** check box.
25. Click the **Email (96 ppi)** radio button. *Pixels per inch (ppi)* is a measure of resolution, or pixel density, of the image. The greater the ppi, which is more commonly called *dots per inch (dpi)*, the higher the resolution of the image, but the larger the file size. Reducing the ppi reduces the file size, but also can reduce the clarity of the image, so there is a trade-off between image quality and file size.
26. Click the **OK** button to close the dialog box and apply the compression setting. You may or may not notice a visual change in the image quality.
27. Use the **Shape Height** text box on the ribbon (**Format** on-demand tab>**Size** group) to change the height of the image to 2". Notice that the setting in the **Shape Width** text box automatically changes to keep the aspect ratio the same.

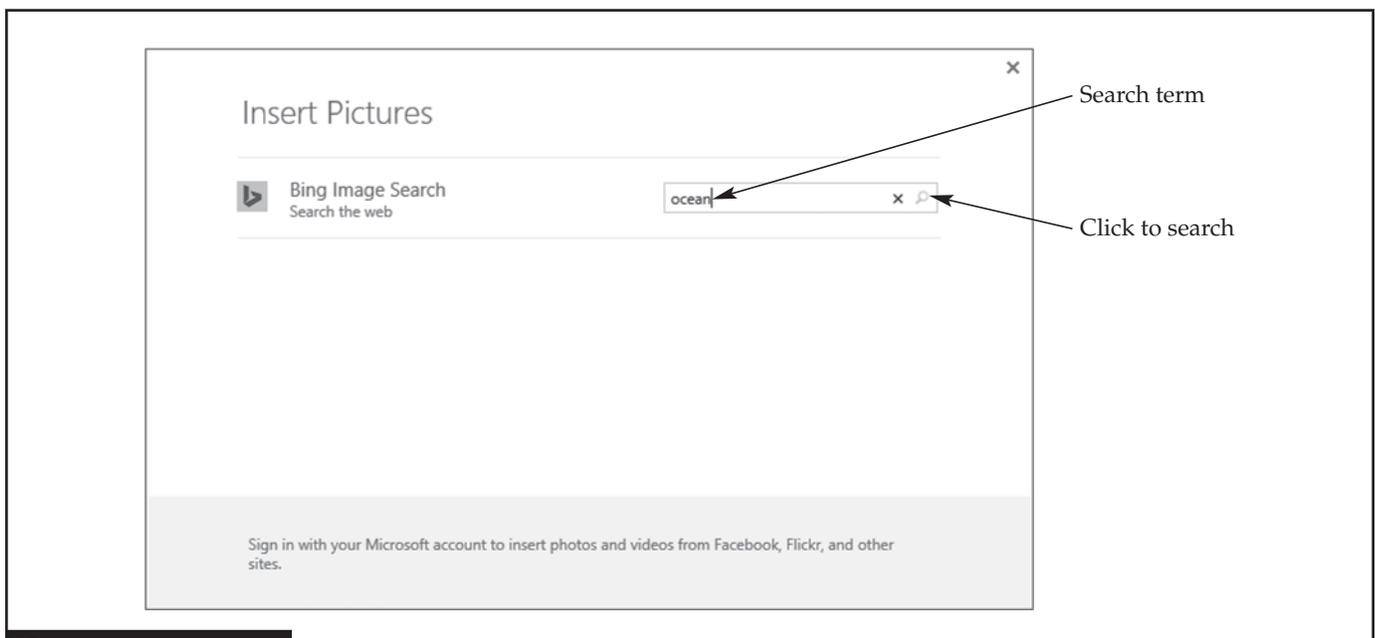


Figure 3-2.

Adding clip art to a document.

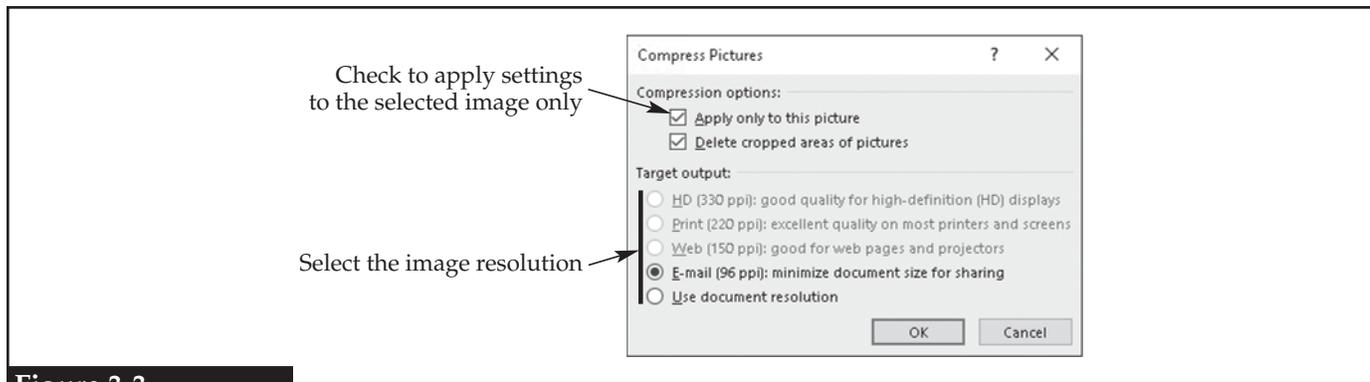


Figure 3-3.

Images can be compressed to make the document's file size smaller.



Wrap Text

TIP
Text wrapping can also be set on the **Text Wrapping** tab in the **Layout** dialog box, and the size can also be set on the **Size** tab of this dialog box.



Position

- Aspect ratio* is height to width, which is expressed as H:W. The aspect ratio of images is automatically locked, but not for drawing shapes such as rectangles and ovals.
28. Click the **Wrap Text** button on the ribbon (**Format** tab>**Arrange** group), and click **Tight** in the drop-down menu. Notice how the three lines of text added below the image now wrap to the right of the image.
 29. Press the [Enter] key at the beginning of the second and third sentences so each of the three sentences is on its own line. Notice how the text is positioned in relation to the image, as shown in **Figure 3-4**.
 30. Select the image, click the **Position** button on the ribbon (**Format** on-demand tab>**Arrange** group), and click **More Layout Options...** in the drop-down menu. The **Layout** dialog box is displayed.
 31. In the **Position** tab of the dialog box, click the **Alignment** radio button in the **Horizontal** area, click **Centered** in the first drop-down list to the right of the radio button, and click **Page** in the **relative to** drop-down list. Click the **OK** button to apply the setting. This centers the image on the page. Note: depending on the image you selected, the sentences may be long enough to be broken by the image.
 32. Applying what you have learned, set the image wrapping for the image to inline with text. The image is returned to the left margin, and the sentences are placed below the image.

Adding an Image Caption

33. Right-click on the image, and click **Insert Caption...** in the shortcut menu. The **Caption** dialog box is displayed, as shown in **Figure 3-5**.
34. Click at the end of the text in the **Caption:** text box, and add a space and the text Favorite Photograph. Notice that the prefix Figure 1 is automatically added. The prefix can be changed using the **Label:** drop-down list.
35. Click the **Label:** drop-down arrow, and click **Figure** in the drop-down list. This is what appears at the beginning of the caption.
36. Click the **Position:** drop-down arrow, and click **Above selected item** in the drop-down list. This places the caption at the top of the image instead of at the bottom.
37. Click the **OK** button to create the caption. Notice where it is placed in relation to the image.

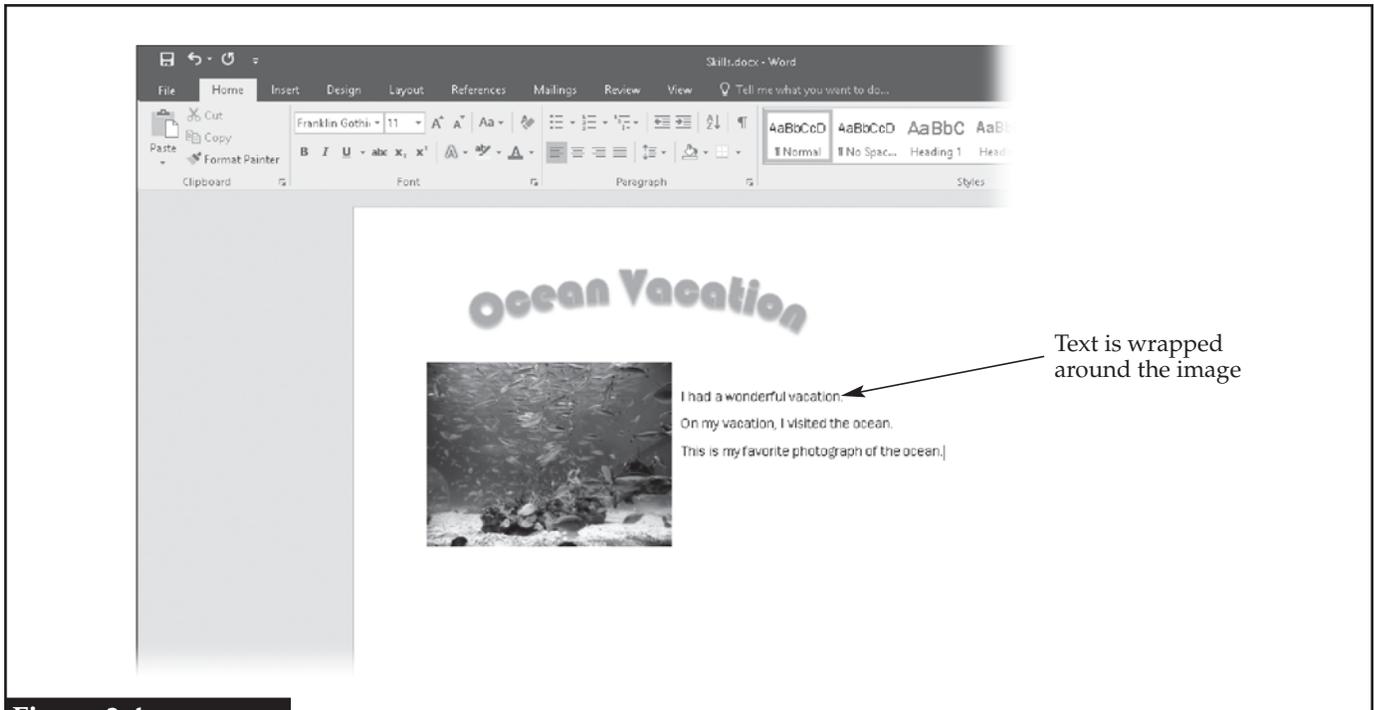


Figure 3-4.

Text can be wrapped around an image.

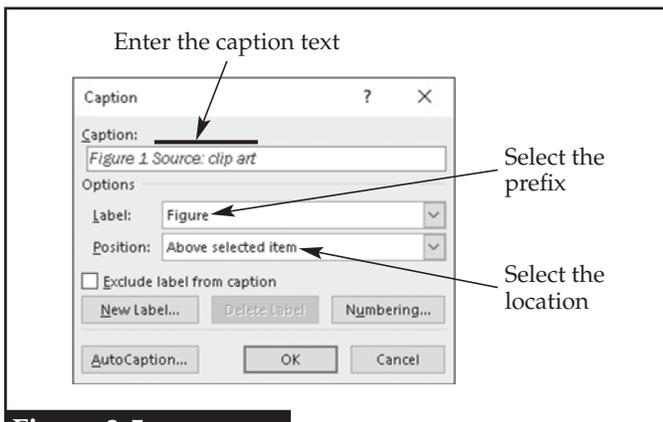


Figure 3-5.

Adding a caption to an image.

Setting Tabs

Tabs are preset horizontal locations across the page in a document. The term is more accurately *tab stops* because these are the locations where the insertion point will stop when the [Tab] key is pressed. The term originated with typewriters where a metal tab would be pulled out to set the stops.

38. Click at the end of the last line of text to move the text insertion point there.
39. Press the [Enter] key twice to leave a blank line between the sentences and what will be added.
40. Add the text Daily Vacation Agenda, and press the [Enter] key to begin a new line.
41. Add the text Day 1, and press the [Tab] key. Notice how far the insertion point moves to the right. There are default tab stops in Word every 0.5", and the insertion point is now at one of them.
42. If the ruler is not displayed, apply what you have learned to display it.
43. Hover the cursor over the tab type selector at the far left of the ruler to display help text. The help text should display Left Tab. If not, click the selector until the left tab is displayed.
44. Click once at the 1" mark on the ruler, as shown in **Figure 3-6**. A left tab is placed at that point, as indicated by the L shape on the ruler. Notice that the insertion point moves to the new tab stop. Adding a tab stop automatically removes all of the default tab stops.

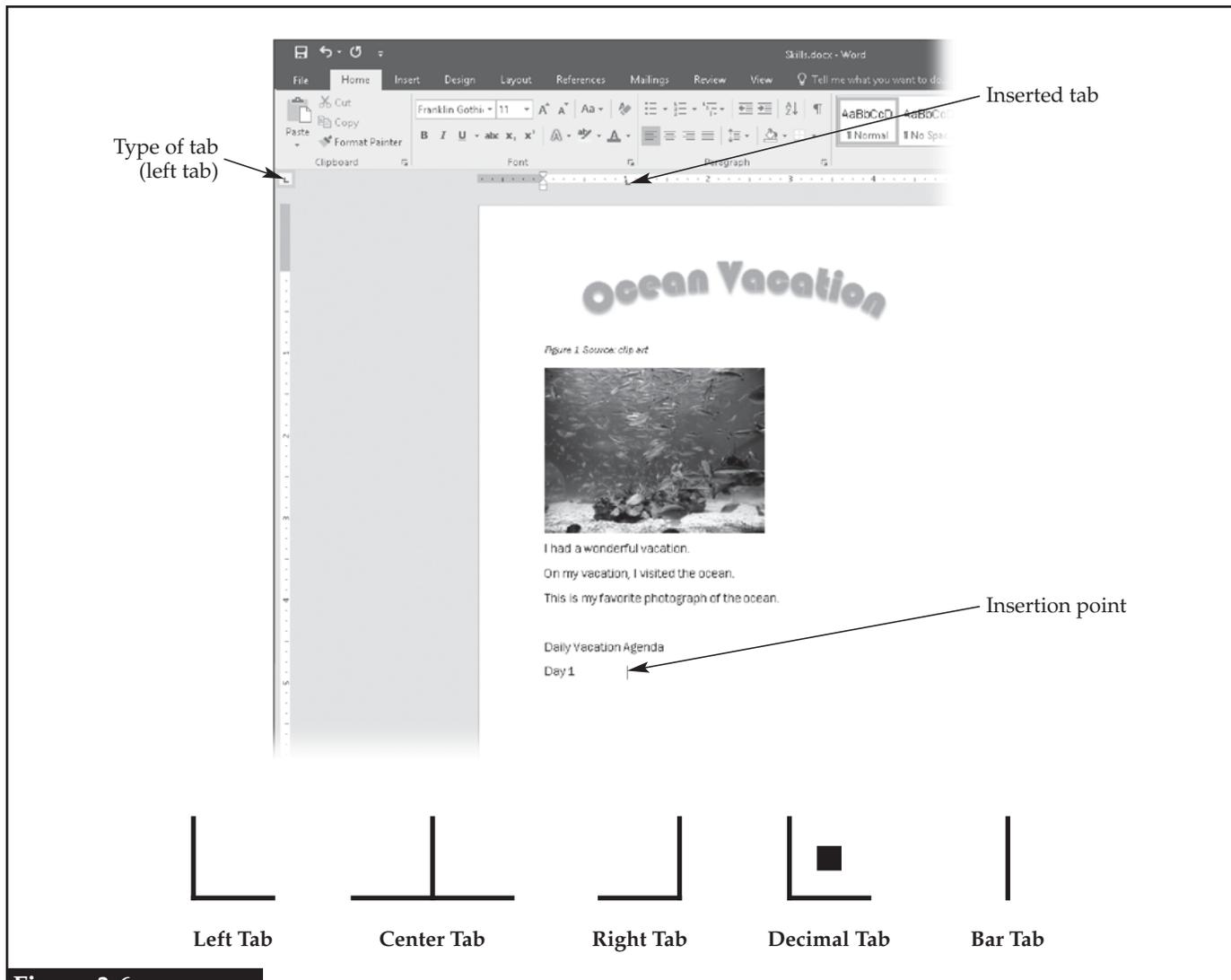


Figure 3-6.

Using the ruler to add a tab.

TIP
Text will be center-aligned on a center tab, not centered within the margins of the document.

TIP
The tab stops may or may not be automatically copied, depending on various settings, including the style setting.

45. Click the tab type selector until the center tab is displayed.
46. Click the 3.5" position on the ruler to add a center tab. Text will be centered at that location.
47. Press the [Tab] key to move the insertion point to the new tab stop. Since there is no text added yet, the only indication this is a center tab is on the ruler.
48. Use the left arrow key or click to move the text insertion point to the first tab stop.
49. Add the text North Shore. Notice how the text is aligned to the left on the tab stop.
50. Use the right arrow key or click to move the text insertion point to the last tab stop.
51. Add the text Surfing. Notice how the text is center-aligned on the tab stop.
52. Press the [Enter] key to start a new line. The tab stops are automatically copied to the new line.

Day 3	Main Island	Fiesta
Day 4	Dock	Boat Tour
Day 5	Airport	Helicopter Tour

Figure 3-7.

Add this information to the document using the [Tab] key to separate items on a line.

53. Add the text Day 2, press the [Tab] key, add the text South Shore, press the [Tab] key, add the text Fishing, and press the [Enter] key.
54. Add the remaining information shown in **Figure 3-7**. Add tabs between items to match the information already entered.
55. Save your work, and close this document.



Answers

Lesson 1

Activity 1-1

- | | | |
|----------------------|-----------------------|---------------------|
| 1. Home | 18. View | 35. File |
| 2. Mailings | 19. References | 36. Home |
| 3. Review | 20. Review | 37. File |
| 4. References | 21. Insert | 38. Insert |
| 5. Layout | 22. View | 39. Review |
| 6. Insert | 23. Home | 40. Home |
| 7. Review | 24. Layout | 41. Insert |
| 8. View | 25. Insert | 42. Layout |
| 9. Design | 26. Home | 43. Home |
| 10. Home | 27. Insert | 44. File |
| 11. File | 28. Mailings | 45. Mailings |
| 12. View | 29. Design | 46. Review |
| 13. Home | 30. Review | 47. Home |
| 14. Insert | 31. File | 48. Layout |
| 15. Review | 32. Insert | 49. Review |
| 16. Mailings | 33. Insert | 50. Insert |
| 17. Insert | 34. Review | |

Activity 1-2

- Paste**; inserts the contents of the clipboard
- Cut**; removes the selected content and places it on the clipboard
- Save**; saves the document
- Copy**; copies the selected content to the clipboard
- Format Painter**; copies the formatting of one selection to another selection
- Bold**; makes selected text boldface
- Subscript**; makes selected text subscript
- Text Effects and Typography**; applies special effects to selected text
- Font Color**; changes the color of selected text
- Clear All Formatting**; removes all formatting from selected text or paragraphs
- Text Highlight Color**; places a colored background behind selected text as if a highlighter marker has been used
- Shading**; places shading behind selected text
- Show/Hide ¶**; displays or hides paragraph marks and other formatting symbols
- Decrease Indent**; decreases the indentation of the selected paragraph
- Align Right**; right justifies the selected paragraph
- Numbering**; toggles the selected paragraph from or to a numbered list
- Bullets**; toggles the selected paragraph from or to a bulleted list
- Multilevel List**; displays a drop-down menu to create or remove a multilevel list
- Find**; finds text in the document

20. **Select**; displays a drop-down menu to select text with similar formatting, object, or the entire document
21. **Themes**; displays a drop-down menu for changing the applied theme
22. **Replace**; replaces text matching specified criteria with other text
23. **Borders**; adds a rule (line) below the selected paragraph
24. **Insert WordArt**; inserts decorative text
25. **Add a Hyperlink**; creates a hyperlink to a web page, document, or location within the current document
26. **Text Box** (or **Choose a Text Box**); inserts a text box
27. **SmartArt** (or **Insert a SmartArt Graphic**); inserts decorative graphical information
28. **Spelling & Grammar**; begins a spell-check of the document
29. **Thesaurus**; suggests similar words to the selected word
30. **Zoom**; allows reduction or enlargement of the view of the document
31. **Web Layout**; displays a view of the document as if it were a web page
32. **Watermark**; displays a drop-down menu for adding a watermark to the document
33. **Labels**; displays a dialog box for creating labels
34. **Close**; closes the current document
35. **Undo**; reverses the last action
36. **Repeat** or **Redo**; reinstates an undone action
37. **Page Number** (or **Add Page Numbers**); displays a drop-down menu that allows insertion of automated page numbers
38. **Insert Date and Time**; adds the current date and time at the insertion point
39. **Symbol** (or **Insert a Symbol**); displays a drop-down menu that allows insertion of a symbol
40. **Footer** (or **Add a Footer**); displays a drop-down menu that allows for adding, editing, or removing a document footer
41. **Comment** (or **Insert a Comment**); adds a note at the current insertion point
42. **Table** (or **Add a Table**); displays a drop-down menu for inserting a table into the document
43. **Bookmark** (or **Insert a Bookmark**); creates a bookmark at the current location
44. **Online Pictures**; displays a dialog box for adding clip art, illustrations, photographs, and sounds to the document
45. **Orientation** (or **Change Page Orientation**); displays a drop-down menu for setting the page orientation
46. **Columns** (or **Add or Remove Columns**); displays a drop-down menu for setting the number of columns for the document or selected text
47. **Effects** (or **Theme Effects**); displays a drop-down menu for setting the theme of the document
48. **Bibliography**; displays a drop-down menu for inserting a bibliography into the document
49. **Insert Citation**; displays a drop-down menu for adding a source or placeholder or searching a library
50. **Insert Footnote**; adds a footnote at the insertion point

Lesson 2

81. There are 30 instances of *Yesterday* that are replaced because the sentence containing it was pasted nine times, and then that paragraph was copied and pasted twice.