

The logo features a large, white, bold letter 'W' centered within a dark blue square. Below the 'W', the text 'Word 2016' is written in a white, sans-serif font. The entire logo is set against a background of a vibrant blue color with a pattern of faint, overlapping concentric circles and arcs.

W

Word 2016

Word 2016

First Edition

LearnKey provides self-paced training courses and online learning solutions to education, government, business, and individuals world-wide. With dynamic video-based courseware and effective learning management systems, LearnKey provides expert instruction for popular computer software, technical certifications, and application development. LearnKey delivers content on the Web, by enterprise network, and on interactive CD-ROM. For a complete list of courses visit:

<http://www.learnkey.com/>

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Using this Workbook

Before starting any of the projects in this manual, please visit <http://www.learnkey.com/admin/files/word2016.zip> and http://www.learnkey.com/admin/files/word2016_project.zip and download the Word 2016 Project Files that accompany this manual (you may need to scroll to the bottom of the page for the link).

The exercises in this manual serve as a companion to LearnKey’s training and are organized by session to match the presented concepts. Within each session, exercises are arranged from easiest to most challenging. In the Introduction section of each session, you will find outlines of the training and sample lesson plans which will give you an overview of the training content and help you to structure your lessons. The following sections are included for each session of training:

Skills Assessment: The skills assessment will help you and your students to gauge their understanding of course topics prior to beginning any coursework. Each skill listed is tied directly to an exam objective. Understanding where your students feel less confident will aid you in planning and getting the most from the training.

Objective Mapping and Shoot File Links: The objective mapping provides a quick reference as to where in the training a specific certification exam objective is covered. The Files column lists the name of the Course Support files (Excel spreadsheets, Photoshop files, etc.) that are used and demonstrated during the training. The files will typically have a starting file containing all data necessary to begin the demonstrated skill, as well as a completed file which shows the final result.

Keyboard Shortcuts & Tips: The keyboard shortcuts and tips provide a reference of product-specific keyboard shortcuts and helpful hints to make working more efficient.

Short Answer and Matching: The short answer questions facilitate a recall of the basic training concepts to further aid in retention of the course topics and information in preparation for the training’s Pre-Assessments, Post Tests, and MasterExam. The matching exercise provides additional learning reinforcement of terms and concepts found throughout the training in the courses’ glossary.

Projects: The projects in this manual are organized by session to match the concepts presented in the LearnKey training. Each project is assigned a difficulty level of either beginner, intermediate, or advanced. Some projects will be noted as “beginner-intermediate” or other range. Within each session, projects are arranged from easiest to most challenging. Each project includes a description of the task as well as steps required for successful completion. Note that the steps may not indicate each required action but will provide the expectation of what is required leaving the action to the student. References to the concepts demonstrated in the LearnKey training that are required for successful completion of the project are also included. Each project will also indicate the files and software used to complete the tasks. Some projects may only include a file named “ProjectTitle_End”. Projects only including an end file typically begin with a new file which is indicated in the first step. The “ProjectTitle_End” file is included to illustrate a possible correct result. Other projects may include a file named “ProjectTitle_Start” or other files. Projects with a “ProjectTitle_Start” file begin with that file instead of a new file. “Start” files typically contain data required for the project pre-inserted to focus the project on concepts versus data entry.

Best Practices Using LearnKey's Online Training

LearnKey offers video-based training solutions which are flexible enough to accommodate the private student, as well as educational facilities and organizations.

Our course content is presented by top experts in their respective fields and provides clear and comprehensive information. The full line of LearnKey products have been extensively reviewed to meet superior standards of quality. The content in our courses has also been endorsed by organizations, such as Certiport, CompTIA®, Cisco, and Microsoft. However, it is the testimonials given by countless satisfied customers that truly set us apart as leaders in the information training world.

LearnKey experts are highly qualified professionals who offer years of job and project experience in their subjects. Each expert has been certified in the highest level available for their field of expertise. This provides the student with the knowledge necessary to also obtain top-level certifications in the field of their choice.

Our accomplished instructors have a rich understanding of the content they present. Effective teaching encompasses not only presenting the basic principles of a subject, but understanding and appreciating organization, real-world application, and links to other related disciplines. Each instructor represents the collective wisdom of their field and within our industry.

Our Instructional Technology

Each course is independently created, based on standard objectives provided by the manufacturer for which the course was developed.

We ensure that the subject matter is up-to-date and relevant. We examine the needs of each student and create training that is both interesting and effective. LearnKey training provides auditory, visual, and kinesthetic learning materials to fit diverse learning styles. The following are three levels of implementation:

Standard Training Model

The standard training model allows students to proceed through basic training, building upon primary knowledge and concepts to more advanced application and implementation. In this method, students will use the following toolset:

- **Pre-assessment:** The pre-assessment is used to determine the student's prior knowledge of the subject matter. It will also identify a student's strengths and weaknesses, allowing the student to focus on the specific subject matter he/she needs to improve most. Students should not necessarily expect a passing score on the pre-assessment as it is a test of prior knowledge.
- **Video training session:** Each course of training is divided into sessions that are approximately two hours in length. Each session is divided into topics and subtopics.
- **Post test:** The post test is used to determine the student's knowledge gained from interacting with the training. In taking the post test, students should not consult the training or any other materials. A passing score is 80 percent or higher. If the individual does not pass the post test the first time it is taken, LearnKey would recommend the incorporation of external resources, such as the workbook and additional customized instructional material.

Intermediate Training Model

The intermediate training model offers students additional training materials and activities which allows for better retention, review, and interaction. This model includes not only the standard model material, but also includes the following toolset:

- **Study guides:** Study guides are a list of questions missed which can help students recognize areas of weakness and necessary focus. They can be accessed from either the pre-assessment or post test.

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- **Labs:** Labs are interactive activities that simulate situations presented in the training. Step-by-step instructions and live demonstrations are provided.
- **Workbooks:** Workbooks have a variety of activities, such as glossary puzzles, short answer questions, practice exams, research topics, and group and individual projects, which allow the student to study and apply concepts presented in the training.

Master Training Model

The master training model offers the student an additional opportunity to prepare for certification by further examining his/her knowledge. This model includes the materials used in the standard and intermediate models, as well as the MasterExam.

- **MasterExam:** The MasterExam draws from a large pool of questions to provide a unique testing experience each time it is taken. LearnKey recommends a student take and pass the exam, with a score of 80 percent or higher, four times in order to prepare for certification testing. Study guides can also be accessed for the MasterExam.

Word 2016 Introduction

Students who are working toward becoming career ready must have a working knowledge of Word 2016. LearnKey Senior Instructor Jason Manibog will teach you the basics of the software. From there, you will learn how to create and manage documents, format documents, create tables and lists, create and manage references, and insert and format graphic elements. This course will prepare you to sit for the Microsoft Word Exam 77-725.

Benefits:

- Learn how to create and manage documents
- Learn how to format text, paragraphs, and sections
- Learn how to create tables and lists
- Learn how to create and manage references
- Learn how to insert and format graphic elements

Word 2016 Time Tables

Session 1	Actual Time
Introduction to Word 2016	00:00:49
Getting Started	00:14:48
Create Documents	00:17:21
Navigate Through Documents	00:09:27
Format Documents	00:28:01
Customize Document Views and Options	00:25:49
Print and Save Documents	00:21:31
Domain 1 Recap	00:01:28
Total Time	01:59:14

Session 2	Actual Time
Insert Text and Paragraphs	00:22:17
Format Text and Paragraphs	00:40:12
Order and Group Text and Paragraphs	00:18:39
Domain 2 Recap	00:02:44
Total Time	01:23:52

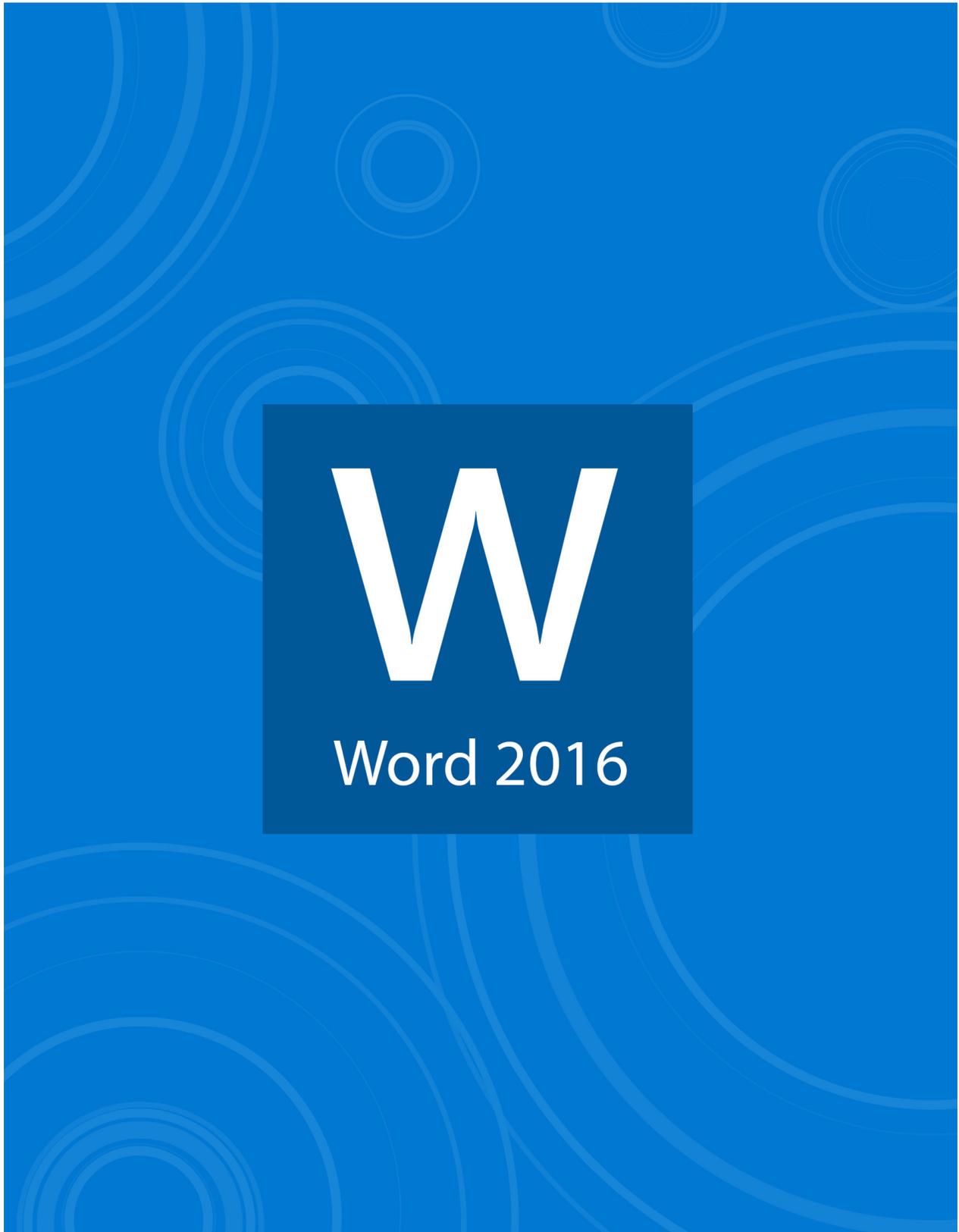
Session 3	Actual Time
Create Tables and Lists	00:22:56
Modify a Table	00:22:35
Create and Modify a List	00:20:09
Domain 3 Recap	00:02:10
Total Time	01:07:50

Session 4	Actual Time
Create and Manage References	00:28:45
Create and Manage Simple References	00:11:17
Proofing the Document	00:03:30
Domain 4 Recap	00:03:30
Total Time	00:45:50

Session 5	Actual Time
Insert and Format Graphic Elements	00:11:46
Format Graphic Elements	00:26:10
Insert and Format SmartArt Graphics	00:11:43
Domain 5 Recap	00:02:07
Test Taking Tips	00:03:21
Total Time	00:55:07

***The actual time is calculated based on how long it will take to simply watch the video files.

***The total training time (including watching the videos, completing the labs, projects, and assessments) may double or even triple the actual time.



Session 1

Session 1 Fill-in-the-Blanks

Instructions: While watching Session 1, fill in the missing words according to the information presented by the instructor. [References are found in the brackets.]

Create Documents

1. You can create a blank document in Word 2016 under the _____ tab. [Create a Blank Document]
2. Templates in Word 2016 are separated by _____. [Create a Document from a Template]
3. When you work in Word 2016, a lot of the data you work with may come from different _____. [Open a PDF in Word]
4. The Cut button in Excel is represented by a pair of _____. [Insert Text from Other Sources]

Navigating Through Documents

5. If a feature has a _____, you will be able to see it as you hover over the feature on the ribbon. [Search for Text]
6. You can insert a hyperlink in Word 2016 quickly by simply typing the address of a _____. [Insert Hyperlinks]
7. Bookmarks in a Word 2016 document are _____ links within the document. [Create Bookmarks]
8. You can navigate a Word 2016 document by _____, section, line, bookmark, etc. using the Go To feature. [The Go To Feature]

Format Documents

9. Before you print a Word 2016 document, know where your _____ are on the page. [Modify Page Setup]
10. A theme is a combination of colors and _____ in Word 2016. [Apply Document Themes]
11. Style sets simply change the _____ of your data in a Word 2016 document. [Apply Document Style Sets]
12. A separate _____ tab appears when you have a header or footer selected. [Insert Headers and Footers]
13. You can add watermarks, _____, and page borders to the background of Word 2016 documents. [Format Page Background Elements]

Customize Document Views and Options

14. The _____ view is used to show you what a document will look like when it is put on a website. [Change Document Views]
15. The _____ zoom feature lets you view a document without having to scroll left or right. [Customize Through Zoom Settings]
16. Save, _____, and Redo are the three default buttons on the Quick Access Toolbar. [Customize the Quick Access Toolbar]
17. You can split windows in Word 2016 under the _____. [Split Windows]
18. Document properties are added under the File tab in the _____ section. [Add Document Properties]
19. Paragraph marks show you where _____ characters are on a Word 2016 document. [Show and Hide Formatting Symbols]

Print and Save Documents

20. Printer _____ change depending on the printer you have selected to print your document. [Modify Print Settings]

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21. In addition to saving a document in different formats, you can _____ documents. [Save Documents in Different Formats]
22. If you want to print consecutive pages from a Word document, use a _____. [Print Documents]
23. You may not want to publish a document on the Internet if it has hidden properties or _____ information. [Check for Document Issues]
24. An _____ means a document has objects on it that a user with disabilities will be unable to read. [Inspect for Accessibility Issues]
25. A compatibility issue refers to _____ unavailable in earlier versions of the Word application. [Inspect for Compatibility Issues]

Working with Templates

Description:

Word 2016 offers a vast array of pre-formatted sample templates from which you can create your documents. Once a document is created from a template, you will want to change the information in the document to make it your own. Part of that process can involve inserting information from sources outside of Word, such as text files or Excel files.

After completing this project, you will know how to search for and choose a template on which to base a Word document. You will also know how to add information from outside of Word into Word.

Steps for Completion:

1. Start a new Word document, using the Banded design or Spec design template (you may have to search for these).
2. Change the word, Title, to, Truck Report.
3. Change the word, Heading, to, For this Week.
4. Place the cursor below the existing text.
5. Insert the text from the Truck Needs text file in your student folder.
6. Insert the Truck Sales Excel file into your document. Your finished document should resemble this:

TRUCK REPORT

FOR THIS WEEK

To take advantage of this template's design, use the Styles gallery on the Home tab. You can format your headings by using heading styles, or highlight important text using other styles, like Emphasis and Intense Quote. These styles come in formatted to look great and work together to help communicate your ideas.

Go ahead and get started.

Truck 101 needs new tires.
Truck 102 needs new breaks.
All of the gourmet trucks need to have their logos updated.

Weekly Sales						
Truck	Mon	Tue	Wed	Thu	Fri	
1011501	800	650	700	500	400	
1011401	450	300	520	800	445	
1011402	800	500	450	900	450	
1011502	600	340	550	700	500	
1011503	500	425	800	400	600	
1011504	700	500	650	450	300	
Totals	3850	2715	3670	3750	2695	

7. Save this file to your student folder, giving it the file name, Truck Report.

Reference:

LearnKey's Word 2016 Training, Session 1:

Create Documents: Create a Document from a Template; Insert Text from Other Sources

Project Files: Truck Needs.txt, Truck Sales.xlsx

Difficulty: Beginner 

Required Materials: Word 2016 

Estimated Time to Complete: 10-15 minutes

Objectives:

1.0 Create and Manage Documents

1.1 Create a document

1.1.2 Create a blank document using a template

1.1.4 Insert text from a file or external source

Importing PDFs

Description:

With newer versions of Word (including 2016), PDF files can be opened and edited. Most text, formatting, and graphics will import cleanly into Word, but you may need to make some changes to text, positions, and formats once the import is complete.

Hyperlinks, which navigate people from your documents to outside areas (such as a website), can easily be added to Word documents, including ones which started as PDFs and have been imported into Word. After completing this project, you will know how to import PDFs into Word and add hyperlinks to a document.

Steps for Completion:

1. Import the Menu.pdf file into a new Word document.
2. If there are blank lines between the logo and the menu, delete enough of the blank lines to fit the document onto one page.
3. Place the cursor below the menu.
4. Type: We are next to LearnKey.
5. Turn the word, LearnKey, into a hyperlink to the www.learnkey.com website. Your file should look like this:



Breakfast Menu

Sunrise Sandwich	\$4
Blueberry Bagel	\$1
Delicious Donuts	\$1
Dainty Donut Holes (Dozen)	\$3
Fruit Assortment	\$2

We are next to [LearnKey](http://www.learnkey.com)

6. Save a copy of this file, naming it, New Breakfast Menu. Make sure it saves as a Word document, not a PDF.

Reference:

LearnKey's Word 2016 Training, Session 1:
Create Documents: Open a PDF in Word
Navigate Through Documents: Insert Hyperlinks

Difficulty: Beginner Intermediate

Required Materials: Word 2016 

Estimated Time to Complete: 10-15 minutes

Objectives:

- 1.0 Create and Manage Documents
 - 1.1. Create a document
 - 1.1.3 Open a PDF in word for editing
 - 1.2 Navigate through a document
 - 1.2.2 Insert hyperlinks

Navigating and Styling a Document

Description:

As Word documents grow, you may wish to add bookmarks, which are internal links set up in documents to help you and others navigate within documents.

In addition, as a document grows, you may want to change the theme (a set of fonts and colors) and/or the style set (the way in which titles, headings, and text are positioned on the page). After completing this project, you will be well aware of when you may use bookmarks, navigation techniques, document themes, and document style sets.

Steps for Completion:

1. Open the Animal Farm document from your student folder.
2. Click on the Animal Farm text and notice the Title style applied (among the styles on the Home tab).
3. Click on the House Pets text and notice the Heading 1 style applied.
4. Click in the paragraph below the House Pets heading and notice the Normal style applied.
5. Place the cursor just before the word, House, in the House Pets heading.
6. Insert a bookmark at that location with the name, House.
7. Scroll down to page 2 of the document.
8. Use the Go To feature to navigate to the House bookmark you created earlier.
9. Experiment with different document themes and then apply one of your choosing.
10. Experiment with different document style sets and then apply one of your choosing.
11. Save a copy of this file to your student folder, giving the file a name of Animal Farm_Styles.

Reference:

LearnKey's Word 2016 Training, Session 1:

Navigate Through Documents: Create Bookmarks; The Go To Feature

Format Documents: Apply Document Themes; Apply Document Style Sets

Difficulty: Beginner  Intermediate 

Required Materials: Word 2016 

Estimated Time to Complete: 15 minutes

Objectives:

- 1.0 Create and Manage Documents
 - 1.2 Navigate through a document
 - 1.2.3 Create bookmarks
 - 1.2.4 Move to a specific location or object in a document
 - 1.3 Format a document
 - 1.3.2 Apply document themes
 - 1.3.3 Apply document style sets

Page Setup and Background Elements

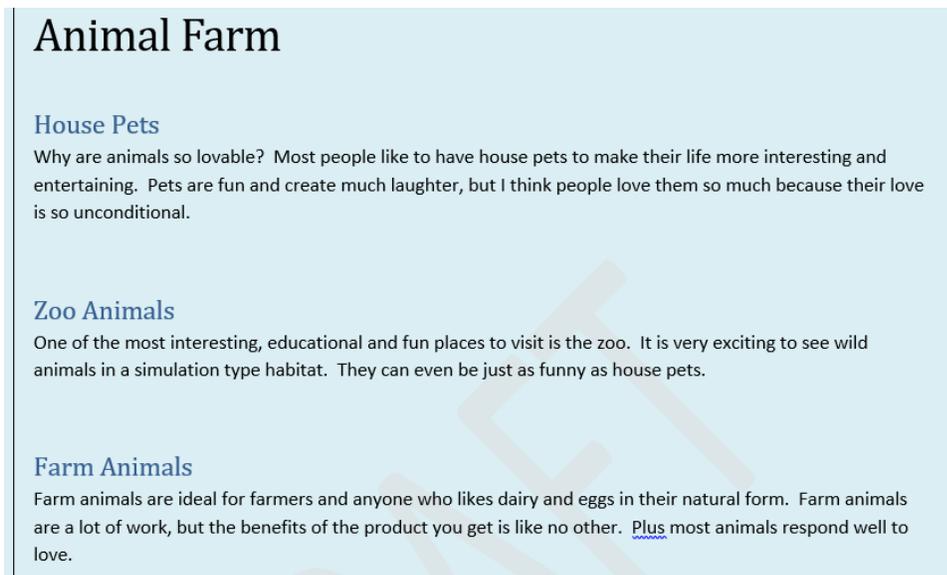
Description:

Depending upon the purpose of your Word documents, you may sometimes want to change the page orientation, size, and/or margins to best fit your content onto your pages. You may also want to change page background elements, such as adding borders around pages, changing the background color in documents, and adding watermarks. Watermarks are background graphics which display messages across a page. A common watermark is the word CONFIDENTIAL, which indicates a document should be treated as confidential.

At the completion of this project, you will know how to determine what header and/or footer information to add to a document, and, when necessary, how to add page numbers to a document.

Steps for Completion:

1. Open the Animal Farm Pages document from your student folder.
2. Change the page orientation to landscape.
3. Change the margin setting to narrow (.5 inches around the top, bottom, left, and right).
4. Change the page size to legal.
5. Change the page orientation back to portrait.
6. Change the page size back to letter.
7. Add a Box page border to the document, using a color of your choice.
8. Change the page color to a shade of light blue.
9. Add a watermark to the document. The watermark should have the word DRAFT strewn across the page. The document should resemble this:



10. Save a copy of the file, naming the file Animal Farm Pages_DRAFT.

Reference:

LearnKey's Word 2016 Training, Session 1:
Format Documents: Modify Page Setup; Format Page Background Elements; Watermarks

Difficulty: Intermediate 🟡 Advanced 🔴

Required Materials: Word 2016 

Estimated Time to Complete: 10-15 minutes

Objectives:

- 1.0 Create and Manage Documents
- 1.3 Format a document
 - 1.3.1 Modify page setup
 - 1.3.6 Format page background elements

Using Different Document Views

Description:

As you build Word documents, you may want to see how your document will look in ways other than the standard Print Layout view. You may want the Read Mode view, which allows you to read but not change your document if you are trying to avoid accidental changes to your document. Or, you may want the Web Layout view, which will show you what your document will look like should you save it as a webpage.

You may also need to see two parts of your document which are far apart from each other, like the title on the first page and then an important paragraph several pages down. For that, you can use the Split view. Finally, you can zoom in and out of parts of your document at any time.

After completing this project, you will gain knowledge of the different ways to view Word documents. You will also know how to zoom a document in or out to the percentage needed depending upon what you are trying to view.

Steps for Completion:

1. Open the Marketing Plan Start file from your student folder.
2. Change the view to Read Mode. Notice that you will not be able to make changes to your document.
3. Return to the Print Layout view (Hint: Look for the menu option which allows you to edit the document).
4. Change the view to Web Layout view. Notice that the page margins disappear.
5. Change the view to Outline view. Notice that your document looks more like an outline.
6. Change the view to Draft view. Notice that the logo on page 1 is now hidden.
7. Return to the Print Layout view.
8. Using the View tab on the ribbon, zoom the page out so the width of the page just fits on the screen.
9. Zoom the view out to where you can see two pages at once.
10. Set the zoom to 100%. If necessary, scroll back to the top of the document
11. Split the view into two windows.
12. In the bottom half of the split, scroll down to page 3. Your screen should resemble the screen on the right:
13. Remove the split.
14. Using the Options dialog box, show just the paragraph marks as nonprinting characters, not the spaces or the tabs.
15. If you are doing the next workbook project right away, leave this file open. Otherwise, close the file. You do not need to save the changes.



Reference:

LearnKey's Word 2016 Training, Session 1:

Customize Document Views and Options: Change Document Views; Customize through Zoom Settings; Split Windows

Difficulty: Intermediate 🟡

Objectives:

- 1.0 Create and Manage Documents
 - 1.4 Customize options and views for documents
 - 1.4.1 Change document views
 - 1.4.2 Customize views by using zoom settings
 - 1.4.4 Split the window
 - 1.4.6 Show or hide formatting symbols

Required Materials: Word 2016 

Estimated Time to Complete: 10-15 minutes

Creating a Word Project

Description:

Word 2016 has many features to assist you in creating documents quickly and easily. For this project, you will use the information learned while watching Session 1 of this course to demonstrate familiarity with these features. Upon completing this project, you will know how to create blank documents, enter text, search for text, customize the Quick Access Toolbar, add document properties, and work with formatting symbols.

Steps for Completion:

1. Launch Word 2016, and open a new blank document. Type a short report (two to three paragraphs) about your favorite book or movie, or as otherwise directed by your instructor.
2. Identify the Quick Access Toolbar and add the Print Preview and Print button to the toolbar.
3. Spend some time customizing the Quick Access Toolbar by adding or removing other options as desired.
4. Click the Show/Hide Paragraph Marks button to show spaces and paragraph marks in what you have typed.
5. Click the Show/Hide Paragraph Marks button again to hide the spaces and paragraph marks.
6. Return to the top of your document and type a title for your document, making sure to leave at least one line space between the title and the rest of your text.
7. Open the Navigation pane and use it to search for words in your document.
8. Save your document as a Word document titled INTERFACE_(your name). Your instructor will tell you where to save your work.
9. In the file properties area, add yourself as an author and the word, Interface, as a tag.
10. Set the value of the Departments property to the Sales department.
11. Save your changes.

Reference:

LearnKey's Word 2016 Training, Session 1:

Getting Started: Tour of Word

Create Documents: Create a Blank Document

Navigate Through Documents: Search for Text

Customize Document Views and Options: Customize the Quick Access Toolbar; Add Document Properties; Show and Hide Formatting Symbols

Project Files: N/A

Difficulty: Beginner 

Required Materials: Word 2016 

Estimated Time to Complete: 15 minutes

Objectives:

- 1.0 Create and Manage Documents
 - 1.1 Create a document
 - 1.1.1 Create a blank document
 - 1.2 Navigate through a document
 - 1.2.1 Search for text
 - 1.4 Customize options and views for documents
 - 1.4.3 Customize the Quick Access Toolbar
 - 1.4.5 Add document properties
 - 1.4.6 Show or hide formatting symbols

Printing and Saving Documents

Description:

As you work on a Word file, you should be saving the file frequently, especially after you make important changes you absolutely wish to keep. At some point, you may need to print a document. You may also need to send it to someone who either does not have Word or is not comfortable with using Word. In this project, you will explore printing options and save a document as a PDF file. After completing this project, you will know how to control print options and save documents in formats other than Word. Note that you will not actually be printing the document.

Steps for Completion:

1. Open the Marketing Plan Start file from your student folder (if you are doing this right after the previous project, this file should still be open).
2. Access the Print Preview screen within the Backstage view.
3. If you have access to multiple printers, change the printer to which the document is set to print to a different printer.
4. Using the Settings area, change the margins from Normal to Moderate.
5. Set the document to only print the first two pages. Verify that setting in the Print Preview area (you should only be able to scroll through two pages).
6. Set the document to print pages 1 and 3. Again, verify that setting in the Print Preview area.
7. Set the document to print all pages.
8. Save the document as a PDF to your start folder, giving the PDF the name, Marketing Plan. If you have a PDF reader installed, you can set the option for opening the file after publishing it if you so choose.
9. If you are continuing with the next workbook project, leave the file open. Otherwise, close the file. You do not need to save changes to the file.

Reference:

LearnKey's Word 2016 Training, Session 1

Print and Save Documents: Modify Print Settings; Save Documents in Different Formats; Print Documents

Difficulty: Beginner 

Required Materials: Word 2016 

Estimated Time to Complete: 15 minutes

Objectives:

- 1.0 Create and Manage Documents
 - 1.5 Print and save documents
 - 1.5.1 Modify print settings
 - 1.5.2 Save documents in alternative file formats
 - 1.5.3 Print all or part of a document

Inspecting a Document

Description:

Before a Word document is distributed, especially if it is going to be distributed to a wide audience, the document should be put through inspection. There are three types of inspections: checking for hidden and/or personal information, checking for accessibility issues, and checking for compatibility issues.

Accessibility issues affect those who need assistance to view a document, such as those who are vision-impaired and use voice readers to read documents. Compatibility issues affect those who view documents in earlier versions of Word. After completing this project, you will know how to check for these issues and then decide whether these issues are worth fixing.

Steps for Completion:

1. If you are continuing from the previous exercise, you should have the Marketing Plan Start file open. Otherwise, open the Marketing Plan Start file from your student folder.
2. Inspect the document for hidden and personal information.
3. From the Document Inspector dialog box, remove the document properties and personal information from the document.
4. Check the document for accessibility issues.
5. When the inspection results appear, click the Table Column or Table Row link under the Blank Table Rows or Columns warning.
6. Notice that the table indeed has empty cells, but that is fine for now as this document is not yet complete.
7. Inspect the document for compatibility issues. Take note of the compatibility issues listed.
8. Save a copy of the file, naming the file, Marketing Plan_Inspected.
9. Close all open Word files.

Reference:

LearnKey's Word 2016 Training, Session 1:

Print and Save Documents: Check for Document Issues; Inspect for Accessibility Issues; Inspect for Compatibility Issues

Difficulty: Advanced 

Required Materials: Word 2016 

Estimated Time to Complete: 10 minutes

Objectives:

1.0 Create and Manage Documents

1.5 Print and save documents

1.5.4 Inspect a document for hidden properties or personal information

1.5.5 Inspect a document for accessibility issues

1.5.6 Inspect a document for compatibility issues

The Microsoft Word logo, consisting of a large, white, stylized letter 'W' centered within a dark blue square. The background of the entire slide is a vibrant blue with a pattern of faint, overlapping concentric circles.

Word 2016

Session 2

Session 2 Fill-in-the-Blanks

Instructions: While watching Session 2, fill in the missing words according to the information presented by the instructor. [References are found in the brackets.]

Insert Text and Paragraphs

1. You can find and replace text in Word 2016 under the Home tab in the _____ group. [Find and Replace Text]
2. You can quickly select an entire paragraph in Word 2016 by _____. [Cut and Paste Text]
3. The AutoCorrect feature will fix some _____ issues immediately. [Use AutoCorrect to Replace Text]
4. By default, the AutoCorrect feature will capitalize the _____ letter of sentences. [Use AutoCorrect to Replace Text]
5. You can find a number of symbols under the Insert tab and the Symbols drop-down menu under _____ . [Insert Symbols]
6. Special characters can be inserted into a Word 2016 document using _____. [Insert Special Characters]
7. The Undo and Redo features can be found on the _____. [Use Undo and Redo]

Format Text and Paragraphs

8. The _____, Italics, and Underline features are on/off buttons in Word 2016. [Apply Font Formatting]
9. The Format Painter is useful if you do not _____ what formats you used in a Word 2016 document. [Use the Format Painter]
10. Line and paragraph spacing can be configured on the ribbon under the _____ tab. [Set Line and Paragraph Spacing]
11. You can use paragraph _____ to see if paragraph spacing is currently in use. [Set Line and Paragraph Spacing]
12. You can use the _____ Indent and Decrease Indent buttons to affect the indentation of your paragraphs. [Set Line and Paragraph Indentation]
13. Tabs are easier to use in Word 2016 than normal _____ when trying to line up data. [Set Tabs]
14. You can set tabs more accurately in Word 2016 from the _____ dialog box launcher. [Set Tabs]
15. The Clear button is represented by an _____. [Clear Formatting]
16. You can quickly highlight text using a different color by _____ a selection of text. [Use the Text Highlighter]
17. The Style group can be found in the _____ tab. [Apply Built-In Styles]
18. WordArt in Word 2016 is essentially _____ that acts like an image. [Change Text to WordArt]

Order and Group Text and Paragraphs

19. You can add columns to data in Word 2016 under the _____ tab under Columns. [Format Text in Multiple Columns]
20. It is important to pay attention to what you are doing to your _____ in the Columns dialog box. [Format Text in Multiple Columns]
21. Page breaks make it possible for you to determine where you stop _____ on one page and begin on another page. [Insert Page Breaks]
22. Section breaks allow you to have separate _____ for different sections of your document. [Insert Section Breaks]

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23. A column break simply moves data from one area of your document into a _____ . [Insert Column Breaks]
24. When you alter the _____ of a document, pay attention to what area of the document you are applying the changes to. [Set Page Setup Options in a Section]

Inserting Text and Paragraphs

Description:

Whether you build Word documents from scratch, add to existing documents, or do both, you will undoubtedly need to replace certain words or phrases in your documents. You may also need to move and/or copy text from one place to another.

In addition, as you type text, Word is smart enough to know we are not perfect typists, and thus the AutoCorrect feature will correct our most common errors, such as capitalizing the first two letters of a sentence, not capitalizing the first letter of a sentence, and typical typographical errors, such as replacing teh with the.

Finally, you may need to insert symbols or special characters into a document. One example of this is the copyright symbol. After completing the following project, you will be better equipped to replace text, cut and paste text, copy and paste text, use AutoCorrect, and insert symbols as needed.

Steps for Completion:

1. From your student folder, open the AUP Revised file.
2. Replace every instance of the text, <Company Name>, with your own company name.
3. Replace every instance of the text, <Company>, with the same company name you used in the previous step.
4. Find the text, 4.3.2 Email and Communication Activities.
5. Inside the Email and Communication Activities section, cut the text for item number 2 and paste it before item number 1. The numbers will update automatically.
6. Inside the same section, copy the text for item number 7 and paste it right below the existing item.
7. In the new copy of the item, change the word, Usenet, to the word, other. Your Email and Communication Activities section should look like the example on the right (with your company name, of course):
8. Scroll down to the end of the document and place the cursor at the very end of the document, below the revision history table.
9. Type: EMployee and press the Space bar. Notice that the word AutoCorrects to the word Employee.
10. Type: Signature
11. Press the Space bar and then insert a symbol for a hand signing a paper (Hint: You can use either symbol 63 or symbol 64 in the Wingdings font). The end of your document should look like this:

Employee Signature

12. Save a copy of the document with the name, AUP Rev3.

4.3.2 Email and Communication Activities

When using company resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company".

Questions may be addressed to the IT Department

1. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
2. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Food Truck Rebooted's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Food Truck Rebooted or connected via Food Truck Rebooted's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
8. Posting the same or similar non-business-related messages to large numbers of other newsgroups (newsgroup spam).

Reference:

LearnKey's Word 2016 Training, Session 2:

Insert Text and Paragraphs: Find and Replace Text; Cut and Paste Text; Copy and Paste Text; Use AutoCorrect to Replace Text; Insert Symbols; Insert Special Characters

Difficulty: Intermediate 

Required Materials: Word 2016 

Estimated Time to Complete: 20 minutes

Objectives:

- 2.0 Format Text, Paragraphs, and Sections
 - 2.1 Insert text and paragraphs
 - 2.1.1 Find and replace text
 - 2.1.2 Cut, copy, and paste text
 - 2.1.3 Replace text by using AutoCorrect
 - 2.1.4 Insert special characters

Formatting Text and Paragraphs

Description:

Understanding basic formatting features found in Word 2016 is an important part of producing a professional and attractive document. Text can be formatted to your font, size, color, and effects of choice. Using the Format Painter to copy a format from one block of text to another as well as the Clear All Formatting button to clear any applied formatting are quick methods used to control the formatting of specific blocks of text.

For paragraphs, two important formatting aspects are indenting and line spacing. After completing this project, you will know how to do these two formatting functions in addition to applying font, size, color, and effects to text.

Steps for Completion:

1. Open the Animal Types document from your student folder.
2. Format the Animal Types heading to a font of your choice, size 16 points, bold, and to a different color.
3. With the Animal Types heading, expand the spacing by 1 point (Hint: that option will not be directly on the ribbon).
4. Format the word, Mammals, to a size of 12 points, bold, and a different color.
5. Using the Format Painter, apply the same format you just applied on the word Mammals to the other paragraph headings (Birds, Fish, Reptiles, Amphibians, Arthropods, Diets, and Reference).
6. Clear the formatting on the paragraph below the Arthropods heading.
7. Under the Diets heading, indent the five diets .5 inches.
8. In the paragraph under the Fish heading, apply a line spacing of 1.0.
9. Apply the same line spacing (1.0) to the paragraph under the Amphibians heading.
10. For the entire document, change the spacing after each paragraph to 3 points. The document should now fit on one page and look similar to this:

Animal Types

Mammals

People are mammals. So are dogs, cats, horses, duckbill platypuses, kangaroos, dolphins and whales. If an animal drinks milk when it is a baby and has hair on its body, it belongs to the mammal class.

Birds

Birds are animals that have feathers and that are born out of hard-shelled eggs. Some people think that what makes an animal a bird is its wings. Bats have wings. Flies have wings. Bats and flies are not birds. The truth is that it is the feathers that make an animal a bird and not wings. All birds have feathers and birds are the only animals that do. The feathers on a bird's wings and tail overlap which allows them to catch and hold the air. This helps the bird to fly, steer itself, and land.

Fish

Fish are vertebrates that live in water and have gills, scales, and fins on their body. There are a lot of different fish and many of them look very odd indeed.

Reptiles

Reptiles are a class of animal with scaly skin. They are cold-blooded and are born on land.

11. Save a copy of the document with the name, Animal Types_Formatted.

Reference:

LearnKey's Word 2016 Training, Session 2

Format Text and Paragraphs: Apply Font Formatting; Use the Format Painter; Set Line and Paragraph Spacing; Set Line and Paragraph Indentation; Clear Formatting

Difficulty: Intermediate 

Required Materials: Word 2016 

Estimated Time to Complete: 15-20 minutes

Objectives:

- 2.0 Format Text, Paragraphs, and Sections
 - 2.2 Format text and paragraphs
 - 2.2.1 Apply font formatting
 - 2.2.2 Apply formatting by using the Format Painter
 - 2.2.3 Set line and paragraph spacing and indentation
 - 2.2.4 Clear formatting

Highlights, Styles, and WordArt

Description:

Basic formatting involves changing fonts, colors, and font sizes on text and controlling line and paragraph spacing. Additional formatting options include using the highlighter pen to highlight text, apply pre-built styles to text (especially headings), and apply WordArt effects to text. WordArt is a formatting tool which adds effects such as color, outlines, shadows, glows, and bevel to text.

Upon completing this project, you will be familiar with the highlighter pen, built-in styles, and the concept of WordArt.

Steps for Completion:

1. From your student folder, open the Animal Types Styles file.
2. Apply a pink highlighter pen to the text, People are mammals, located under the Mammals heading.
3. Apply the Heading 2 style to the following headings: Mammals, Birds, Fish, Reptiles, Amphibians, Arthropods, Diets, and Reference.
4. Apply the Gradient Fill – Purple, Accent 4, Outline – Accent 4 WordArt effect to the Animal Types heading at the top of the page. The first part of your document should resemble this:

Animal Types

Mammals

People are mammals. So are dogs, cats, horses, duckbill platypuses, kangaroos, dolphins and whales. If an animal drinks milk when it is a baby and has hair on its body, it belongs to the mammal class.

Birds

Birds are animals that have feathers and that are born out of hard-shelled eggs. Some people think that what makes an animal a bird is its wings. Bats have wings. Flies have wings. Bats and flies are not birds. The truth is that it is the feathers that make an animal a bird and not wings. All birds have feathers and birds are the only animals that do. The feathers on a bird's wings and tail overlap which allows them to catch and hold the air. This helps the bird to fly, steer itself, and land.

Fish

Fish are vertebrates that live in water and have gills, scales, and fins on their body. There are a lot of different fish and many of them look very odd indeed.

Reptiles

Reptiles are a class of animal with scaly skin. They are cold-blooded and are born on land.

5. Save a copy of the file, naming the file, Animal Types Styles_WordArt.

Reference:

LearnKey's Word 2016 Training, Session 2:

Format Text and Paragraphs: Use the Text Highlighter; Apply Built-In Styles; Change Text to WordArt

Difficulty: Intermediate 🟡

Required Materials: Word 2016 

Estimated Time to Complete: 10 minutes

Objectives:

2.0 Format Text, Paragraphs, and Sections

2.2 Format text and paragraphs

2.2.5 Apply a text highlight color to text selections

2.2.6 Apply built-in styles to text

2.2.7 Change text to WordArt

Ordering and Grouping Text and Paragraphs

Description:

Some Word documents will contain text that appears in lists or needs to be displayed in columns, such as that of a newsletter. To better lay out a document, breaks can be inserted, such as page breaks, to ensure content blocks start on a new page, if desired. Section breaks can be inserted so that, for example, one part of a document can use a portrait orientation while another part of a document can use a landscape orientation. Column breaks can be inserted so that a column heading can be moved to the top of a column.

After completing this project, you will know how to break text into columns, insert page, section, and column breaks, and change the page setup for a specific section of a document.

Steps for Completion:

1. From your student folder, open the Recipe document.
2. If the paragraph marks are not displaying, display the paragraph marks.
3. Select the Ingredients heading and the subsequent text for all of the ingredients.
4. Break the ingredients text into two columns, noticing that section breaks are also inserted before and after the text.
5. Insert a column break before the text, 1/2 cup white sugar.
6. Insert a page break before the Steps heading.
7. Insert a next page section break just before the picture, so that the picture is on its own page, in its own section.
8. Change just the section containing the cookie to a landscape page orientation.
9. Save a copy of the document with the name, Recipe_Sections.

Reference:

LearnKey's Word 2016 Training, Session 2:

Order and Group Text and Paragraphs: Format Text in Multiple Columns; Insert Page Breaks; Insert Section Breaks; Insert Column Breaks; Set Page Setup Options in a Section.

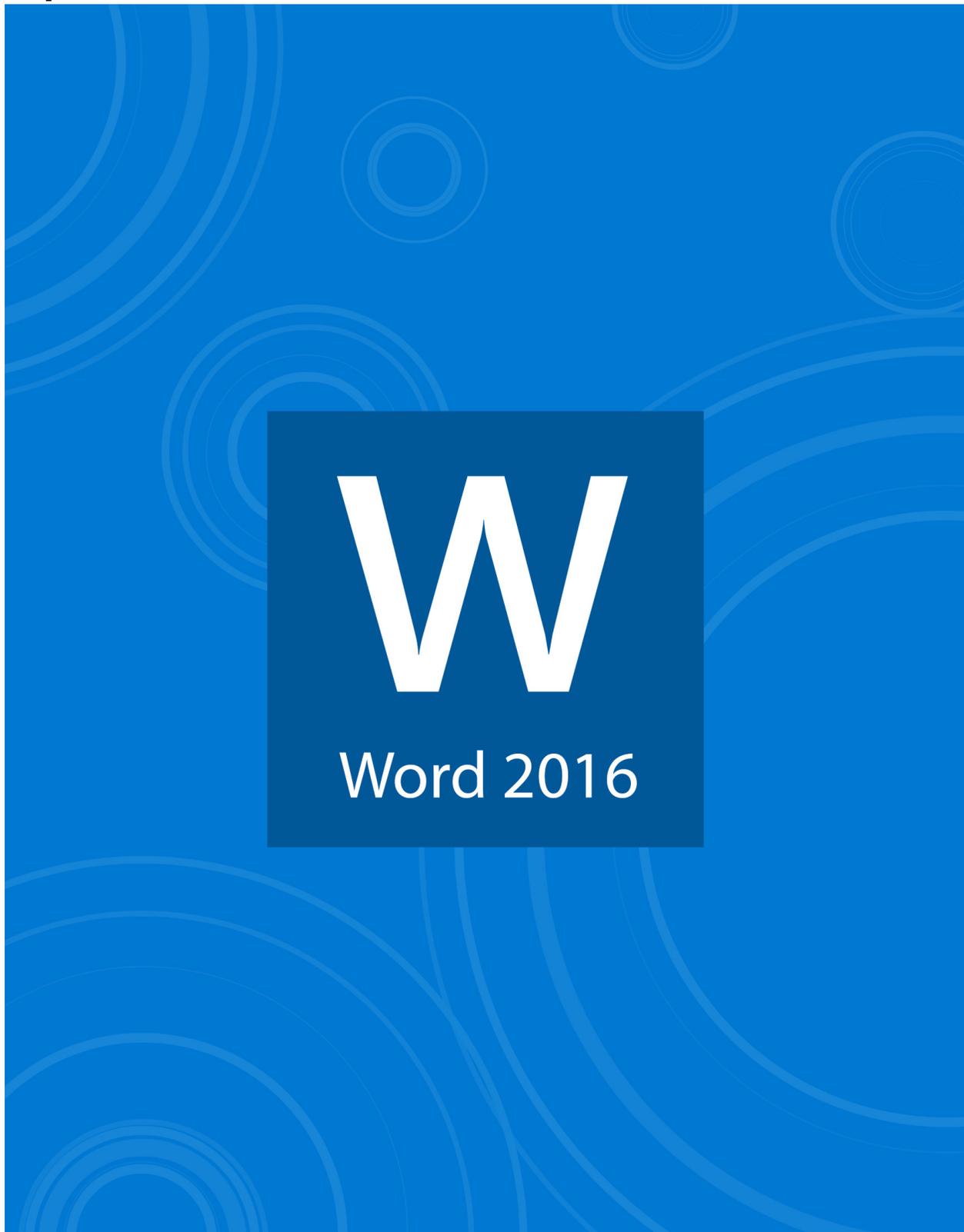
Difficulty: Advanced 

Required Materials: Word 2016 

Estimated Time to Complete: 10-15 minutes

Objectives:

- 2.0 Format Text, Paragraphs, and Sections
 - 2.3 Order and group text and paragraphs
 - 2.3.1 Format text in multiple columns
 - 2.3.2 Insert page, section, or column breaks
 - 2.3.3 Change page setup options for a section



Session 3

Session 3 Fill-in-the-Blanks

Instructions: While watching Session 3, fill in the missing words according to the information presented by the instructor. [References are found in the brackets.]

Create Tables and Lists

1. Tables allow you to store information in _____ and columns. [Create a Table]
2. The key to creating a table from existing data in Word 2016 is to have consistently laid out information with a consistent _____ in between. [Convert Text to Tables]
3. You can select an entire column in a table by moving your mouse over the column until a _____ appears. [Convert Text to Tables]
4. The Convert to Text button on the ribbon is hidden in the Layout tab under _____. [Convert Tables to Text]
5. It is relatively easier to add _____ to a table than it is to add _____. [Create a Table with Specific Options]
6. The _____ key can be used to quickly navigate inside a table. [Create a Table with Specific Options]
7. A separate Design tab and Layout tab appears under _____ on the ribbon when the cursor is activated inside of a table. [Apply Table Styles]
8. The _____ and _____ settings affect whether every other column or row is highlighted. [Set Table Style Options]
9. You can change the settings of a specific table style by clicking _____. [Set Table Style Options]

Modify a Table

10. You can sort data in a table under the separate _____ by clicking Data, and then Sort. [Sort Table Data]
11. Cell margins refer to the spacing _____ of a cell. [Cell Margins and Spacing]
12. The keyboard shortcut used to paste data is _____. [Merge and Split Cells]
13. You can resize a table by clicking and dragging the lower _____ corner of the table. [Resize Tables]
14. You can manually resize a table under the separate table Layout tab, by clicking _____. [Resize Rows and Columns]
15. Under the separate table Layout tab, you can click _____ to separate the active table. [Split Tables]
16. You can change the alignment of a table under the _____ of the Table Properties dialog box. [Configure a Repeating Row Header]

Create and Modify a List

17. Word 2016 will by default automatically number a list if you type a number followed by a _____ and a space. [Create a Numbered List]
18. A bulleted list is useful if the _____ of the list does not matter. [Create a Bulleted List]
19. If you highlight a numbered list and the numbers can be highlighted, the list was typed in _____. [Change Number Formats]
20. You can change bullet characters by clicking the _____ next to the Bullets button. [Change Bullet Characters]
21. _____ and pictures can be used to customize bullet characters. [Customize Bullet Characters]
22. When customizing a number format, leave the automatic numbering part alone. It is highlighted in _____. [Customize Number Formats]
23. You can use the _____ key to add indents and subtopics to a numbered list. [Increase or Decrease List Levels]

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24. _____ the numbers in a numbered list to control the list numbering. [Control List Numbering]
25. You can set a starting number value for a numbered list by clicking the drop-down arrow next to the _____ button on the Home tab. [Set Starting Number Value]

Converting Text to Tables and Tables to Text

Description:

Rather than build tables from scratch, text with a common separator (such as a tab or comma) can be converted to a well-organized table. On the other hand, information in a table may look better if organized in tabs instead of in a table.

After completing this project, you will know how to convert text to a table and how to convert a table back to text.

Steps for Completion:

1. From your student folder, open the Information Please file.
2. To best see how the information was entered into the document, make sure the paragraph marks are turned on.
3. Convert the three lines of text under the Types of Parks heading into a table, using the AutoFit to Contents option. Your content should look like this:

Types of Parks ¶

Horseshoe¶	Full-of-horseshoe-pitching-courts·Bring-your-own-horseshoes.¶
Kids¶	Full-of-swings,sandboxes,and-other-play-areas.¶
Multi-Purpose¶	Has-places-for-the-kids-to-play-plus-baseball-fields,softball-fields,basketball-courts,and-a-rec-room.¶

4. Convert the table under the Types of Museums heading to text, separating the text with tabs. Your converted text should look like this:

Types of Museums ¶

Art → Shows-paintings-and-sculptures-of-all-types. ¶

Space → Shows-space-adventures-and-space-oddities. ¶

History → Shows-historical-artifacts,usually-organized-by-category. ¶

Science → Shows-many-scientific-exhibits,both-past-and-present. ¶

5. Save a copy of the file with the file name, Information Please_Converted.
6. If desired, hide the paragraph marks.

Reference:

LearnKey's Word 2016 Training, Session 3:
Create Tables and Lists; Convert Text to Tables; Convert Tables to Text

Difficulty: Intermediate 🟡

Required Materials: Word 2016 

Estimated Time to Complete: 10 minutes

Objectives:

- 3.0 Create Tables and Lists
 - 3.1 Create a table
 - 3.1.1 Convert text to tables
 - 3.1.2 Convert tables to text

Creating and Styling Tables

Description:

While some tables will be built from existing text, most tables need to be created from scratch. The most important factor for building tables is knowing the number of rows and columns (especially columns) needed for the table.

Once a table is created and data has been entered, one may want to style the table using a number of pre-built formats, including colors and styles for the overall table, headers, rows, and columns. Upon completing this project, you will know how to create a table through specifying the number of rows and columns, add data to a table, and apply styles to a table.

Steps for Completion:

1. From your student folder, open the Information Tables document.
2. Scroll down to the Types of Transportation heading.
3. Below the Types of Transportation heading, insert a table containing four rows and three columns.
4. Enter the following information into the table:

Type	Cost	Availability
Taxi	\$20	High
Limo	\$70	Low
Rental Car	\$100	Medium

5. Apply the Grid Table 2 – Accent 5 style to the table.
6. Make sure the following table style options are applied: Header Row, First Column, and Banded Columns. Ensure no other table style options are applied. Your finished table should look like this:

Type	Cost	Availability
Taxi	\$20	High
Limo	\$70	Low
Rental Car	\$100	Medium

7. Save a copy of the file with the name, Information Tables_Transportation.

Reference:

LearnKey's Word 2016 Training, Session 3:

Create Tables and Lists: Create a Table with Specific Options; Apply Table Styles; Set Table Style Options

Difficulty: Intermediate 🟡

Required Materials: Word 2016 

Estimated Time to Complete: 10-15 minutes

Objectives:

3.0 Create Tables and Lists

3.1 Create a table

3.1.3 Create a table by specifying rows and columns

3.1.4 Apply table styles

Sorting Information and Formatting Table Cells

Description:

Once a table is created and information is entered, one may want to sort the information alphabetically, numerically, or by date. Information in one table cell may need to be split into multiple cells, as is the case with a cell containing a lot of detailed information. Or, the opposite may be true, in which a row of cells should be merged into a single cell.

To control the appearance of table cells, margins within the cells and spacing between cells can also be adjusted. After completing this project, you will know when and how to sort table information, merge cells, split cells, and control margins within cells and spacing between cells.

Steps for Completion:

1. From your student folder, open the Information Tables Unsorted document.
2. Sort the information in the Types of Animals table alphabetically by animal type (the left column), making sure no header rows are indicated.
3. In the Types of Animals table, set the cell margins to be .1 inches for all four sides of the cells.
4. In the Types of Animals table, set the cell spacing to be .1 inches. The top of the table should look like this:

Amphibians	Amphibians are born in the water. When they are born, they breathe with gills like a fish, but when they grow up, they develop lungs and can live on land.
Arthropods	Arthropod is a huge phylum of animals. Any animals that have more than four jointed legs are arthropods. Insects, spiders, and crustaceans all belong to this class of animal.

5. In the Types of Parks table, split the last row into two cells.
6. In the newly split row, move the text after the first instance of the word, Golf, into the cell on the right. The table should look like this:

Horseshoe	Full of horseshoe pitching courts. Bring your own horseshoes.
Kids	Full of swings, sandboxes, and other play areas.
Multi-Purpose	Has places for the kids to play plus baseball fields, softball fields, basketball courts, and a rec room.
Golf	Golf courses aren't really considered to be parks.

7. In the Types of Transportation table, merge the cells in the last row. The table should look like this:

Type	Cost	Availability
Taxi	\$20	High
Limo	\$70	Low
Rental Car	\$100	Medium
Buses are also readily available		

8. Save a copy of this file with the name, Information Tables Sorted.

Reference:

LearnKey's Word 2016 Training, Session 3:
 Modify a Table: Sort Table Data; Cell Margins and Spacing; Merge and Split Cells

Difficulty: Intermediate 

Required Materials: Word 2016 

Estimated Time to Complete: 15 minutes

Objectives:

- 3.0 Create Tables and Lists
 - 3.2 Modify a Table
 - 3.2.1 Sort table data
 - 3.2.2 Configure cell margins and spacing
 - 3.2.3 Merge and split cells

Modifying Tables

Description:

As tables are built, filled with information, and configured for cell margins, spacing, and merging or splitting cells, other formatting options can be applied to these tables. These include resizing entire tables or just table rows and/or columns. If a table is portraying information on multiple categories, it can be split into two tables. And, should tables display across multiple pages, the top row or rows should be set to repeat at the top of each page, so that those viewing tables on multiple pages know what each column represents.

After completing this project, you will have a better understanding of how to resize tables, rows, and columns. You will also have a better understanding of how to split tables and configure part of a table to repeat across pages.

Steps for Completion:

1. From your student folder, open the Information Updates file.
2. Resize the table under the Types of Parks heading to be 5 inches wide.
3. Resize all of the rows of the table to be .4 inches tall.
4. Set the column widths of the table to be equally distributed, that is, each column is the same width.
5. Split the Types of Parks table into two tables, with each table containing two rows.
6. Add the heading, Types of Sports Fields, above the second table resulting from the table split.
7. Apply the Heading 1 style to the new heading, Types of Sports Fields. The top of your document should look like this:

Types of Parks

Horseshoe	Full of horseshoe pitching courts. Bring your own horseshoes.
Kids	Full of swings, sandboxes, and other play areas.

Types of Sports Fields

Multi-Purpose	Has places for the kids to play plus baseball fields, softball fields, basketball courts, and a rec room.
Golf	Golf courses aren't really considered to be parks.

8. Scroll down to the Types of Transportation table.
9. Set the top row of the Types of Transportation table to repeat as a header row at the top of each page.
10. Save a copy of the file with the name, Information Updates_Applied.

Reference:

LearnKey's Word 2016 Training, Session 3:

Modify a Table: Resize Tables; Resize Rows and Columns; Split Tables; Configure a Repeating Row Header

Difficulty: Intermediate 

Required Materials: Word 2016 

Estimated Time to Complete: 15 minutes

Objectives:

- 3.0 Create Tables and Lists
 - 3.2 Modify a table
 - 3.2.4 Resize tables, rows, and columns
 - 3.2.5 Split tables
 - 3.2.6 Configure a repeating row header

Creating and Modifying Bulleted Lists

Description:

Bulleted lists are normally used to display information in a list format, with emphasis on the list items. Bulleted lists are best used when emphasis is needed but the order of importance in the list items does not matter much, if at all. For list items to where the order of importance matters, a numbered list should be used. Bulleted lists can be formatted in many different ways, such as by bullet type and indentation, and at the end of this project, you will have a better understanding of these formats and of how to create bulleted lists.

Steps for Completion:

1. From your student folder, open the Vision and Mission Statement file.
2. Select the text starting with the second line under the Objectives heading, all the way down through the remaining indented lines, ending with, ...Houston, TX area.
3. Turn the selected text into a bulleted list, using the default bullet symbol.
4. Change the bullets from dots to squares, using the available bullet options.
5. Select the three bulleted states (Texas, New Mexico, and Arizona).
6. Indent the three bulleted states.
7. Change the bullet on the three states to a bell symbol, using the Wingdings font. Your bulleted list should resemble this:
Our primary objectives over the next year are:
 - Complete start up activities, acquire inventory and open the business to our customers.
 - Secure agreements with major inflatable and novelty distributors in the Southwestern United States, specifically in:
 - 🔔 Texas
 - 🔔 New Mexico
 - 🔔 Arizona
 - Obtain a term loan of \$20,000 in order to acquire inventory for the store/rental warehouse. An operating loan of \$100,000 will ensure a positive monthly cash balance.
 - Gain a market share of 20% of all funhouse inflatable rentals in the greater Houston, TX area by the end of the first year of operations.
 - Attain and maintain a position as the leading retailer of books and magazines in the greater Houston, TX area.
8. Save a copy of the file with the name, Vision and Mission Statement Bulleted.
9. If you are continuing to the next project, leave this file open as you will be using it in the next project.

Reference:

LearnKey's Word 2016 Training, Session 3:

Create and Modify a List: Create a Bulleted List; Change Bullet Characters; Customize Bullet Characters; Increase or Decrease List Levels

Difficulty: Intermediate 🟡

Required Materials: Word 2016 

Estimated Time to Complete: 10-15 minutes

Objectives:

3.0 Create Tables and Lists

3.3 Create and modify a list

3.3.1 Create a numbered or bulleted list

3.3.2 Change bullet characters or number formats for a list level

3.3.3 Define a custom bullet character or number format

3.3.4 Increase or decrease list levels

Creating and Modifying Numbered Lists

Description:

Whereas a bulleted list is helpful for identifying list items without a need for order, a numbered list is best suited for list items which need to be ordered, such as the case, for example, with a list of steps which need to be followed in order to complete a process.

With numbered lists, numbered formats can be changed and list numbering can be controlled. At the completion of this project, you will have good conceptual knowledge of building and formatting numbered lists.

Steps for Completion:

1. If you just completed the previous project, use the Vision and Mission Statement Bulleted file from your student folder. If not, open the Vision and Mission Statement with Bullets file from your student folder.
2. Select the first five cities under the Market Expansion heading.
3. Create a numbered list from the five cities you selected.
4. Select the four cities under the, Then, we will want to branch out..., sentence.
5. With the selected cities, create another numbered list.
6. Set the format of the first numbered list to a 1) format instead of a 1. format.
7. Set the second numbered list to continue numbering from the previous list. Your two numbered lists should look like this:

Our goal is to be in several Houston suburbs within the next two years. Specifically, we want locations in these areas:

- 1) The Woodlands
- 2) Sugar Land
- 3) Pasadena
- 4) Humble
- 5) Spring

Then, we will want to branch out to other areas of the state, including:

- 6) San Antonio
 - 7) Austin
 - 8) Dallas
 - 9) Fort Worth
8. Scroll up to the Objectives section.
 9. Change the three states (Texas, New Mexico, and Arizona) to a numbered list, using the A. B. C. format.
 10. Set the list to start with the letter C instead of the letter A. Your state list should look like this:
 - Secure agreements with major inflatable and novelty distributors in the Southwestern United States, specifically in:
 - C. Texas
 - D. New Mexico
 - E. Arizona
 11. Save a copy of the file with the name, Vision and Mission Statement with Numbers.
 12. Close all of your open files.

Reference:

LearnKey's Word 2016 Training, Session 3:

Create and Modify a List; Create a Numbered List; Change Number Formats; Customize Number Formats; Control List Numbering; Set Starting Number Value

Difficulty: Intermediate 🟡

Required Materials: Word 2016 

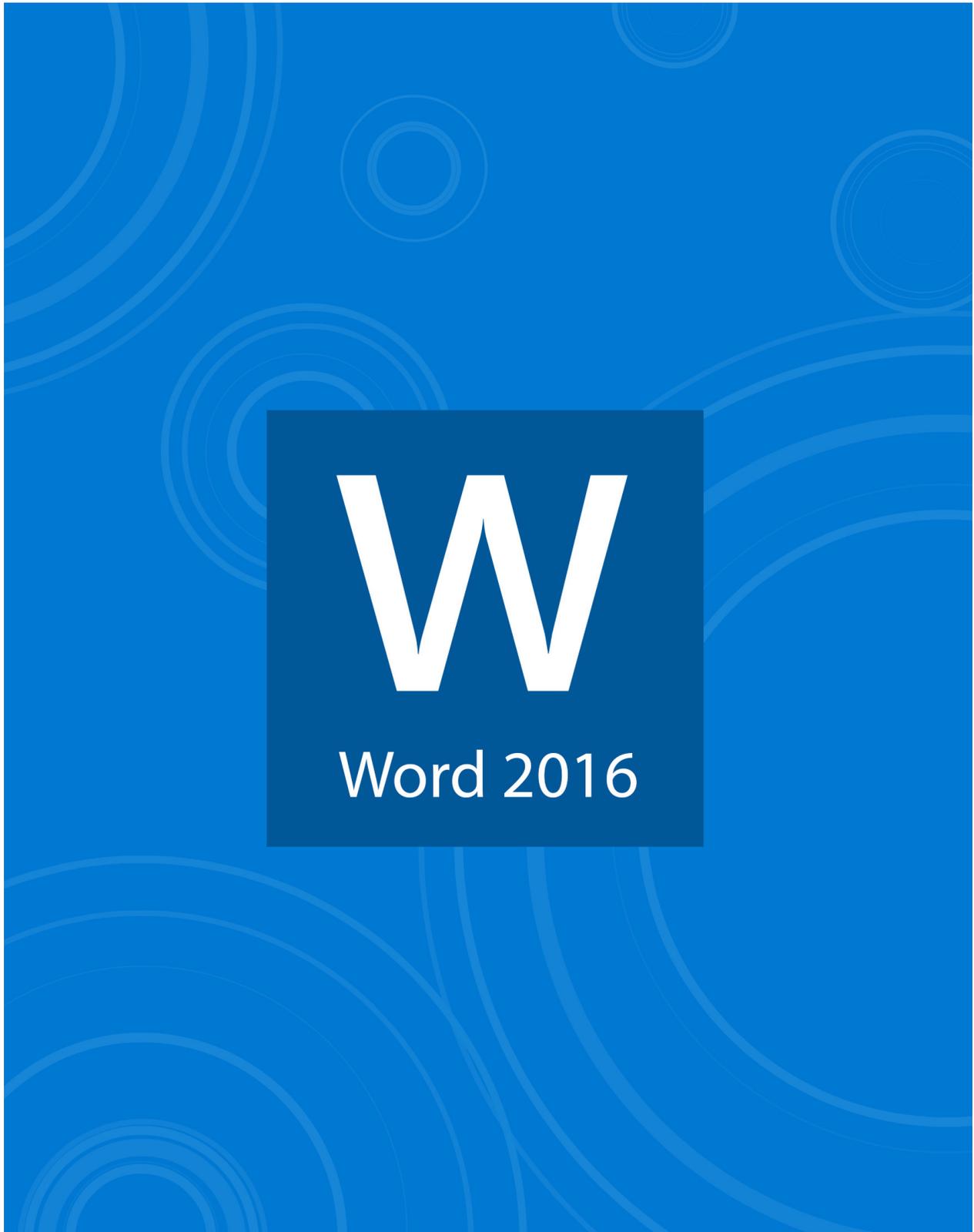
Estimated Time to Complete: 15-20 minutes

Objectives:

3.0 Create Tables and Lists

3.3 Create and modify a list

- 3.3.1 Create a numbered or bulleted list
- 3.3.2 Change bullet characters or number formats for a list level
- 3.3.3 Define a custom bullet character or number format
- 3.3.4 Increase or decrease list levels
- 3.3.5 Restart or continue list numbering
- 3.3.6 Set starting number value



Session 4

Session 4 Fill-in-the-Blanks

Instructions: While watching Session 4, fill in the missing words according to the information presented by the instructor. [References are found in the brackets.]

Create and Manage References

- References are important if you build a lot of _____ . [Create and Manage Reference Markers]
- By default, a footnote appears at the _____ of each page. [Insert Footnotes]
- An _____ only appears at the end of the entire document. [Insert Footnotes]
- Footnotes do not _____ themselves back to one if you go to another page. [Insert Footnotes]
- Under the References tab, you can click _____ to display what endnotes and footnotes you have added to a document. [Insert Endnotes]
- You can change the properties of your footnotes and endnotes by opening the Footnotes _____ . [Modify Footnote Properties]
- Endnotes can come at the end of a document or at the end of a _____ . [Modify Endnote Properties]
- Citation sources can come from _____ , websites, or audio files. [Create Bibliography Citation Sources]
- On the ribbon, you can configure citations under the References tab, in the Citations & Bibliography group, by clicking _____ . [Create Bibliography Citation Sources]
- You will have a different set of text _____ to fill out depending on the type of source you are citing. [Create Bibliography Citation Sources]
- When you edit a source, you will be asked if you want to update the source in the _____ list and the current document. [Modify Bibliography Citation Sources]
- A _____ simply reminds you to enter a source before you publish a document. [Insert Citations for Bibliographies]
- If text is automated in a document, the text will be highlighted _____ as you hover over it. [Insert Citations for Bibliographies]
- Captions can be inserted into a document from the _____ tab. [Insert Figure Captions]
- If you are adding a caption to a table, you will want to change the _____ from figure to table. [Insert Table Captions]
- Inserting a new caption on top of an existing caption does not _____ the original caption. [Modify Caption Properties]
- Under the _____ tab, you can add a table of figures from the Captions group. [Modify Caption Properties]
- References and citations have _____ that you can change. [Modify Caption Properties]

Create and Manage Simple References

- Word 2016 has automated features to help you create a table of contents, a _____ , and proofread the content of a document. [Insert a Table of Contents]
- In order for a table of contents to generate properly, you must utilize _____ in your document. [Insert a Table of Contents]
- You can create a table of contents automatically under the _____ tab of the ribbon. [Insert a Table of Contents]
- You can quickly navigate to areas of your document by holding _____ and clicking items on the table of contents. [Update a Table of Contents]
- You can insert a cover page from the ribbon under the Insert tab by clicking the _____ drop-down menu and clicking Cover Page. [Insert a Cover Page]

LearnKey

Proofing the Document

24. Reading a document _____ or having another person read the document are good ways to proofread a document. [Check Spelling and Grammar]
25. You can perform a spell check on a document by clicking the _____ tab and clicking Spelling & Grammar. [Check Spelling and Grammar]

Footnotes and Endnotes

Description:

One way in which a source of information can be cited is to add a footnote to the bottom of the page on which the information is located. For example, a Word document may have a quote from someone. A footnote can be used to reveal the source of a quote.

Another option for citations is that of endnotes. Endnotes are similar to footnotes but appear at the end of a document instead at the bottom of a page. Though footnotes and endnotes have default numbering and locations, these can be changed and upon completing this project, you will know how to add footnotes and endnotes and you will be able to modify footnote and endnote properties.

Steps for Completion:

1. From your student folder, open the Weather Report document.
2. On page 1, add a footnote at the end of the first paragraph of the Warm and Cold Winter States heading. The footnote text should be, This is according to numerous online sources.
3. On page 2, add a footnote to the end of the text, ...winter temperatures for Western states;, with the text, Averages combined from many weather data reports.
4. On page 3, add an endnote to the text, ...average of 30 degrees Fahrenheit in higher elevations, with the text, But the average is higher in lower elevations.
5. On page 4, add an endnote to the text, ...974.5 inches in Thompson Pass, with the text, Barrow is the northernmost city.
6. Change the numbering on footnotes to the A, B, C format. Here is an example of what one of your footnotes should look like:

^A This according to numerous online sources.

7. Change the numbering on endnotes to the a, b, c format. Your endnotes should look like this:

^a But the average is higher in lower elevations.

^b Barrow is the northernmost city.

8. Save a copy of the file with the name, Weather Footnotes and Endnotes.

Reference:

LearnKey's Word 2016 Training, Session 4:

Create and Manage References: Insert Footnotes; Insert Endnotes; Modify Footnote Properties; Modify Endnote Properties

Difficulty: Intermediate 

Required Materials: Word 2016 

Estimated Time to Complete: 15-20 minutes

Objectives:

4.0 Create and Manage References

4.1 Create and manage reference markers

4.1.1 Insert footnotes and endnotes

4.1.2 Modify footnote and endnote properties

Working with Citation Sources

Description:

When creating a document which contains information from outside sources, those sources often need to be cited. A good test for whether to cite a source is this: If someone reading the document can ask you, “How do you know this to be true?” then the source of your information needs a citation.

Sometimes, you will know your citation sources and can create those at any time and then place them in the document as needed. At other times, you will need to create a citation placeholder and then fill it with a citation source once the source information is found. Either way, at the completion of this project, you will be able to create and modify citation sources and add sources to documents, either directly or through a placeholder.

Steps for Completion:

1. From your student folder, open the Weather Report not cited document.
2. Modify the current citation source to change the Title to, When Temperature Freezes, 2nd Edition, the Year of the source to 2000, and the Tag name of the source to Jon2000. Your citation source should resemble the example on the right:
3. Create a new citation source, filling the source with the information below:

4. On page 1 of the document, insert a citation placeholder after the word, Fahrenheit, in the second paragraph of the Relative Humidity section.
5. On page 3 of the document, insert a citation using the book by Tim Towers as a source at the end of the paragraph under the heading, The Warmest Winter States in the East.
6. On page 1, edit the source of the placeholder you added earlier to read as follows:

7. Save a copy of the file with the name, Weather Report Cited.
8. If you are continuing to the next project, leave this file open.

Reference:

LearnKey's Word 2016 Training, Session 4:

Create and Manage References: Create Bibliography Citation Sources; Modify Bibliography Citation Sources; Insert Citations for Bibliographies

Difficulty: Intermediate 🟡

Objectives:

4.0 Create and Manage References

4.1 Create and manage reference markers

4.1.3 Create bibliography citation sources

4.1.4 Modify bibliography citation sources

4.1.5 Insert citations for bibliographies

Required Materials: Word 2016 

Estimated Time to Complete: 10-15 minutes

Working with Figure and Table Captions

Description:

Captions are descriptions which can be added to pictures, tables, charts, and other objects. When adding captions, the caption label and its position relative to the object it is describing are key factors to consider. While Word has built-in caption labels, custom labels can be created.

After completing this project, you will have a better understanding of how captions are created, used, and customized. You will also know how to generate a table of figures.

Steps for Completion:

1. From your student folder, open the Aquarium document.
2. Insert a caption on the first picture, labeling it Picture 1 and using the text, Skate Fish.
3. Insert a caption on the second picture, labeling it Picture 2 and using the text, Cretaceous Fish.
4. Insert a caption on the table, labeling it Table 1 and using the text, Seasonal Exhibits, making sure the caption is placed below the table.
5. Insert a caption on the hours pyramid, labeling it Figure 1 and using the text, Hours of Operation.
6. Delete the text, And, here are our hours of operation:
7. Move to page 2 of the document (insert a page break if needed).
8. At the top of page 2, add the text, Table of Pictures, and press the Enter key.
9. Insert a table of figures for the two pictures on which you placed captions earlier.
10. Save a copy of the file with the name, Aquarium with Captions.

Reference:

LearnKey's Word 2016 Training, Session 4:

Create and Manage References: Insert Figure Captions; Insert Table Captions; Modify Caption Properties

Difficulty: Intermediate 🟡

Required Materials: Word 2016 

Estimated Time to Complete: 10-15 minutes

Objectives:

4.0 Create and Manage References

4.1 Create and manage reference markers

4.1.6 Insert figure and table captions

4.1.7 Modify caption properties

Table of Contents and Cover Pages

Description:

Many documents become large enough to where a table of contents is warranted, usually at or near the beginning of a document. A table of contents can be created manually, but is much easier to create when it is automatically generated using styles (usually heading styles). An additional benefit to automatically generating a table of contents is that it can be easily updated as its entries (again, usually headings) change.

In addition to adding a table of contents to a document, a cover page can also add a nice finishing touch to a document. Upon completion of this project, you will be familiar with inserting a table of contents, updating a table of contents, and adding a cover page to a document.

Steps for Completion:

1. From your student folder, open the Animal Farm document.
2. Click on the House Pets heading. Notice that the applied style is the Heading 1 style.
3. Click on the Zoo Animals heading on page 2. Again, notice that the applied style is the Heading 1 style.
4. Insert a page break before the House Pets heading on page 1.
5. Return the cursor to page 1.
6. Insert a table of contents, using the built-in Automatic Table 2 style.
7. Insert a cover page, using the Ion (Dark) option.
8. Scroll down to the last page of the document.
9. Delete the More Information heading and the sentence below it.
10. Change the heading with the text, Adding Animal Pictures to Documents to the text, Inserting Animal Pictures in Documents.
11. Update the table of contents. Your table of contents should look like this:

Table of Contents

House Pets	2
Zoo Animals	3
Farm Animals	4
Inserting Animal Pictures in Documents	5

12. Save a copy of the file with the name, Animal Farm_Final.
13. Close all open files.

Reference:

LearnKey's Word 2016 Training, Session 4:

Create and Manage Simple References: Insert a Table of Contents; Update a Table of Contents; Insert a Cover Page

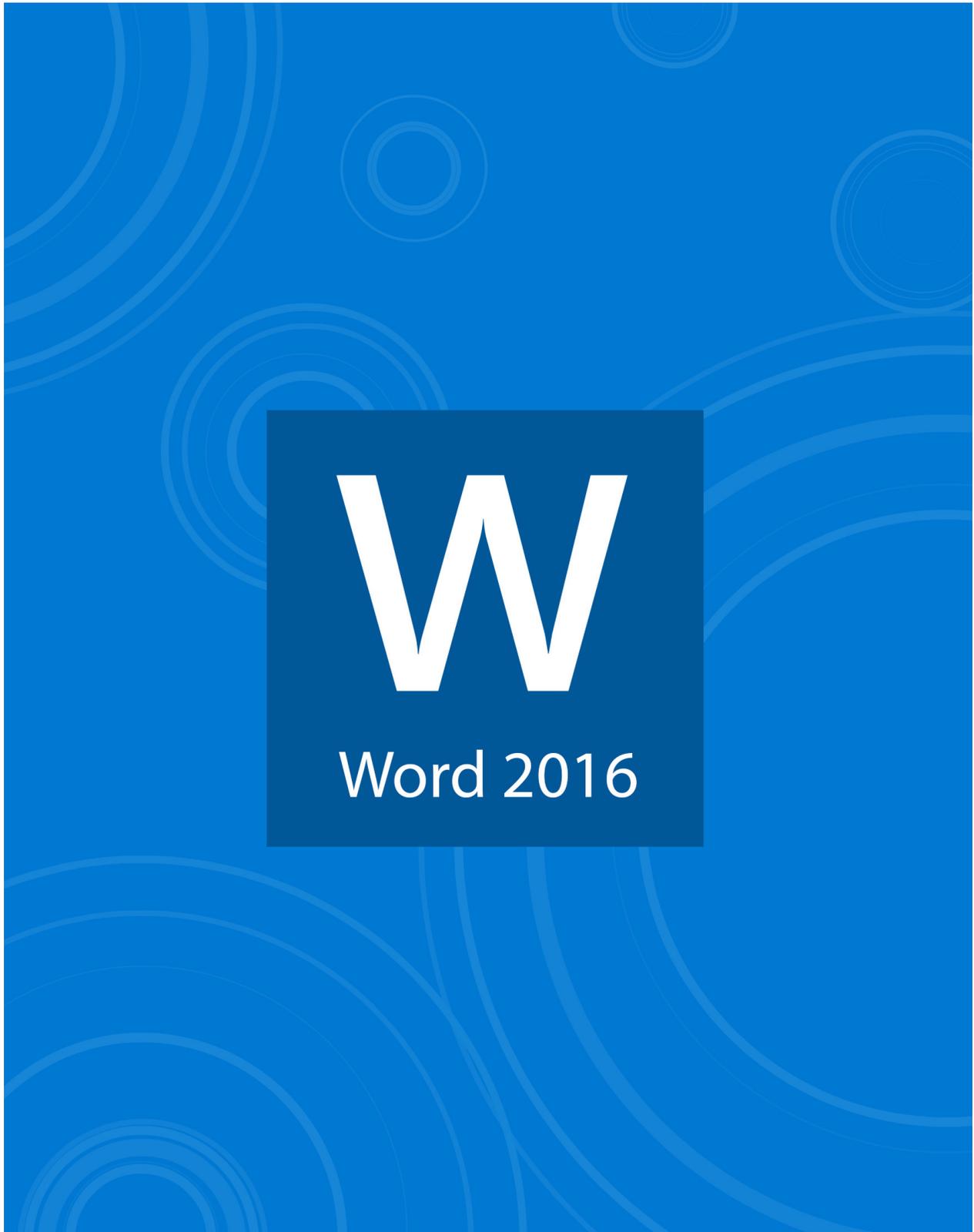
Difficulty: Advanced 

Required Materials: Word 2016 

Estimated Time to Complete: 15 minutes

Objectives:

- 4.0 Create and Manage References
 - 4.2 Create and manage simple references
 - 4.2.1 Insert a standard table of contents
 - 4.2.2 Update a table of contents
 - 4.2.3 Insert a cover page



Session 5

Session 5 Fill-in-the-Blanks

Instructions: While watching Session 5, fill in the missing words according to the information presented by the instructor. [References are found in the brackets.]

Insert and Format Graphic Elements

1. Word 2016 is not only a _____ editor. [Insert Graphic Elements]
2. Shapes are often used in Word documents for _____ effect. [Insert Shapes]
3. _____ are often used when you wish to leave a comment. [Insert Shapes]
4. By default, adding a picture to a Word document will affect the _____ position of a document. [Insert Pictures]
5. You can add _____ or partial screenshots to Word documents. [Insert Screenshots]
6. When you insert a screen clipping, Word 2016 will take a clip of the last _____ you used that was not Word 2016. [Insert Screen Clippings]
7. Text boxes are often used in Word 2016 to _____ text. [Insert Text Boxes]

Format Graphic Elements

8. With shapes and text boxes, you can modify the _____, color, and text color. [Apply Artistic Effects]
9. When you select a picture, a _____ tab will appear. [Apply Artistic Effects]
10. You can lock the _____ of a picture in the Size dialog box launcher. [Apply Picture Effects]
11. Under the Format tab, you can alter the brightness of a picture by clicking _____. [Apply Picture Effects]
12. Word 2016 is not a photo _____ program. [Remove Picture Backgrounds]
13. You can add shape _____ to a shape to add contrast to your document. [Format Objects]
14. The type of shape you have added to a document can be changed under the Format tab by clicking _____ . [Format Objects]
15. You can select more than one shape in a document by holding the _____ while you select shapes. [Format Objects]
16. Picture styles can be added to a picture under the Format tab by clicking _____. [Apply Picture Styles]
17. The _____ wrap text format means Word 2016 thinks a picture is one single character. [Wrap Text Around Objects]
18. The default wrap text format for text boxes is _____. [Wrap Text Around Objects]
19. When you move objects on a document, you may want to consider the _____ position of the objects. [Position Objects]
20. If a document is going to be published as a _____, you may want to add alternative text to your objects. [Add Alternative Text to Objects]

Insert and Format SmartArt Graphics

21. SmartArt is a Word 2016 feature that takes care of the _____ work for you. [Create a SmartArt Graphic]
22. SmartArt is essentially a _____ of graphics. [Create a SmartArt Graphic]
23. All, List, Process, Cycle, Hierarchy, Relationship, Matrix, _____, Picture, and Office.com are SmartArt Graphics in Word 2016. [Create a SmartArt Graphic]
24. SmartArt graphic tabs include _____ and Format. [Format a SmartArt Graphic]

Inserting Shapes and Pictures

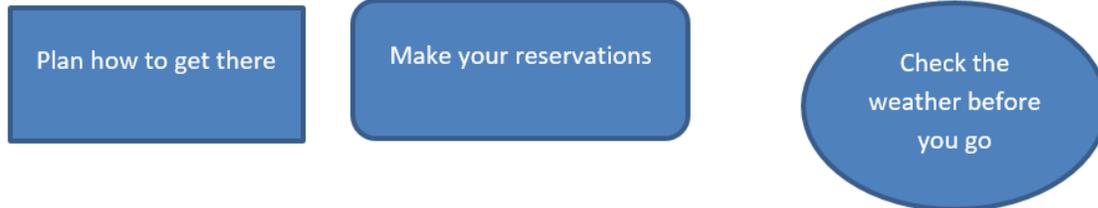
Description:

Not every Word document is merely a technical document, report, or list. Many Word documents can be set up as newsletters, brochures, flyers, or advertisements. One way to make information stand out is to add shapes and text inside of those shapes. Another option is to add one or more pictures to a document.

Making shapes and pictures work perfectly with text in Word documents is a concept covered in a future project. Upon completing this project, you will know how to add shapes to a document, fill the shapes with text, and add pictures to a document.

Steps for Completion:

1. From your student folder, open the National Park Trip document.
2. Place the cursor just below the Bryce Canyon National Park heading, in front of the first paragraph under the heading.
3. Insert the Bryce_Canyon.png picture.
4. Place the cursor below the, Here is one character you probably will not see at this or any other national park, sentence.
5. Insert the Odd_Man.png picture.
6. Place your cursor at the end of the document.
7. Insert a rectangular shape, approximately 1.5 inches wide by 1 inch tall.
8. In the rectangular shape, add the text, Plan how to get there.
9. To the right of the rectangular shape, add a rounded rectangle, approximately 1.5 inches wide by 1 inch tall.
10. In the rounded rectangle, add the text, Make your reservations.
11. To the right of the rounded rectangle, add a round shape (circle or ellipse of your choice), making it about 1.5 inches wide and tall.
12. In the round shape, add the text, Check the weather before you go. Your shapes should look similar to this:



13. Save a copy of the file with the name, National Park Trip Shapes.

Reference:

LearnKey's Word 2016 Training, Session 5:
Insert and Format Graphic Elements: Insert Shapes; Insert Pictures

Difficulty: Beginner ● Intermediate ●

Required Materials: Word 2016 

Estimated Time to Complete: 15-20 minutes

Objectives:

- 5.0 Insert and Format Graphic Elements
 - 5.1 Insert graphic elements
 - 5.1.1 Insert shapes
 - 5.1.2 Insert pictures

Screenshots, Screen Clippings, and Text Boxes

Description:

Many Word documents can be technical in nature and be built to show people how to do something, such as work with a computer program or navigate through a website. To aid in this, screenshots and screen clippings, which are partial screenshots, can be added to a document. Furthermore, text boxes can be added to a document. The benefit of a text box is that it can be placed anywhere on a page and thus is not subject to the existing flow of text on a page. After completing this project, you will have a better understanding of how to add text boxes, screenshots, and screen clippings to a Word document.

Steps for Completion:

1. Open a web browser other than Microsoft Edge as Microsoft Edge is not consistent in supporting screenshots from Microsoft Office.
2. Navigate to www.learnkey.com.
3. From your student folder, open the Education Opportunities document.
4. Select the text, (Insert LK website screen here), near the top of the document.
5. Insert a screenshot of the LearnKey website. It will replace the selected text.
6. In your web browser, navigate to www.gmetrix.net.
7. In your document, select the text, (Insert GMetrix logo here).
8. Insert a screen clipping of the GMetrix logo. It will replace the selected text.
9. Make sure the subsequent text is on its own line.
10. In your web browser, navigate to www.certipoint.com.
11. In your document, select the text, (Insert Certipoint logo here).
12. Insert a screen clipping of the Certipoint logo. It will replace the selected text.
13. Place the cursor below the existing items on the page.
14. Insert an Austin Quote text box.
15. Replace the placeholder text with the text, Three great ways to learn! Your document should look similar to the example on the right:
16. Save a copy of this file with the name, Education Opportunities_Completed.

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For world-class practice tests, look no further than gmetrix.net.



To obtain your MOS certification, start at certipoint.com



Three great ways to learn!

Reference:

LearnKey's Word 2016 Training, Session 5:
Insert and Format Graphic Elements: Insert Screenshots;
Insert Screen Clippings; Insert Text Boxes

Difficulty: Intermediate 🟡

Required Materials: Word 2016 

Estimated Time to Complete: 10-15 minutes

Objectives:

- 5.0 Insert and Format Graphic Elements
 - 5.1 Insert graphic elements
 - 5.1.3 Insert a screenshot or screen clipping
 - 5.1.4 Insert text boxes

Applying Picture Effects and Styles

Description:

Though Word is not Photoshop, many types of adjustments can be made to pictures. Pictures can have artistic or other types of effects added. Unwanted backgrounds can be trimmed from pictures. And to best frame the picture, a picture style can be applied.

Upon completing this project, you will have a better understanding of the types of artistic effects and other types of effects which can be placed on a picture. You will also have a better understanding of removing the background area from a picture and adding a style to a picture.

Steps for Completion:

1. From your student folder, open the National Park Trip Food document.
2. Select the picture of the canyon.
3. Apply the Crisscross Etching artistic effect to the picture.
4. Select the picture of the man on page 2 of the document.
5. Apply the Brightness +20%/Contrast -40% correction to the picture.
6. Apply the Orange Accent color 6 Dark color effect to the picture.
7. Select the picture of the Brussels sprouts on page 3 of the document.
8. Use the Remove Background feature to remove most of the shadows of the Brussels sprouts. [Note to teachers: Reducing the size of the selection box to cover just the Brussels sprouts will accomplish this.]
9. Apply the Metal Frame style to the picture of the Brussels sprouts. The picture of the Brussels sprouts should resemble this:



10. Save a copy of the file with the name, National Park Trip Pictures.

Reference:

LearnKey's Word 2016 Training, Session 5:

Format Graphic Elements: Apply Artistic Effects; Apply Picture Effects; Remove Picture Backgrounds; Apply Picture Styles

Difficulty: Advanced 

Required Materials: Word 2016 

Estimated Time to Complete: 10-15 minutes

Objectives:

- 5.0 Insert and Format Graphic Elements
 - 5.2 Format graphic elements
 - 5.2.1 Apply artistic effects
 - 5.2.2 Apply picture effects
 - 5.2.3 Remove picture backgrounds
 - 5.2.5 Apply a picture style

Formatting and Positioning Objects

Description:

Once objects, such as shapes, pictures, and text boxes are added to documents, the next step is to make the objects work well with the existing text in the document. This involves formatting objects to change colors, lines, and text formats. One particular aspect of formatting objects is positioning them in visually appealing spots on a page and, when necessary, wrapping text around these objects.

In addition, alternative text should be added to these objects so that those who use voice readers and similar devices to listen to Word documents rather than read them can gain insight as to what an object represents, even if they cannot see the objects. After completing this project, you will be well-versed in formatting objects, wrapping text around objects, positioning objects, and adding alternative text to objects.

Steps for Completion:

1. From your student folder, open the National Park Trip Draft document.
2. Select the shape on page 3 with the text, Plan how to get there.
3. Apply the Colored Fill – Orange, Accent 6 style to the shape.
4. Select the shape on page 3 with the text, Make your reservations.
5. Change the shape fill to Red, Accent 2, Darker 25%.
6. Change the outline color to Red, Accent 2, Lighter 40%.
7. Select the shape on page 3 with the text, Check the weather before you go.
8. Change the shape to an eight-point star.
9. Add an Offset Diagonal Bottom Right shadow to the star.
10. Select the text box near the bottom on page 3.
11. Apply the Gradient Fill – Accent 4, No Outline shape style to the text box.
12. Scroll back up to page 1.
13. Select the picture of the canyon.
14. Change the width of the picture to 2.5 inches, making sure while doing so the height changes proportionally.
15. Turn on the Square text wrapping option for the picture.
16. Move the picture to the right side of the page, making sure to not exceed the margin on the right side of the page. The top of your document should resemble the example on the right:
17. Add the text, Bryce Canyon, as the title for alternative text to the picture.
18. Scroll down and select the table at the end of the document.
19. Add the text, List of National Parks, as the title for alternative text to the table.
20. Save a copy of the document with the name, National Park Trip Draft_Complete.

Time Travel International Newsletter

Bryce Canyon National Park

Not many things in this world can compare to the glorious natural beauty of Bryce Canyon National Park. Located in south central Utah, the park boasts camping, hiking, horseback riding, stargazing and much more.

The park consists of a horseshoe of hoodoos—sandstone formations worn by wind and water. With hikes ranging in difficulty from easy to downright tough, the park has avenues of discovery for every level of outdoor adventurer. For the weekend enthusiast, see Thor's Hammer, wander through the Queen's Garden and catch a glimpse of the formation resembling Queen Victoria. For those with hiking in their blood take the challenge of the 8 mile Fairlyland Loop to see the Tower Bride.



Reference:

LearnKey's Word 2016 Training, Session 5:

Format Graphic Elements; Format Objects; Wrap Text Around Objects; Position Objects; Add Alternative Text to Objects

Difficulty: Advanced 

Required Materials: Word 2016 

Estimated Time to Complete: 15-20 minutes

Objectives:

- 5.0 Insert and Format Graphic Elements
 - 5.2 Format graphic elements
 - 5.2.4 Format objects
 - 5.2.6 Wrap text around objects
 - 5.2.7 Position objects
 - 5.2.8 Add alternative text to objects for accessibility

Inserting and Formatting SmartArt Graphics

Description:

A long Word document with nothing but headings and paragraphs can become difficult to read after a while. Occasionally, a graphic with bullet points of text used to explain a concept can pique one's interest in a document.

To accomplish this, we have SmartArt, which is a graphic representation of text. After completing this project, you will know how to add a SmartArt graphic, add and modify content, and format a SmartArt graphic.

Steps for Completion:

1. From your student folder, open the Marketing Plan Revised document.
2. Scroll down to the Target Market section on page 2.
3. Erase the text in the Target Market section.
4. Make sure there are two blank lines in between the Target Market section and the Message Summary section.
5. Insert a Vertical Bullet List SmartArt graphic into the Target Market section.
6. Fill out the SmartArt graphic to resemble the text you see below:

TARGET MARKET

Product Demographics

- Where will this product sell?

Target Audience

- Who will buy this?

7. Change the SmartArt graphic to a Tab List format.
8. Add a third main point to the SmartArt graphic with the text, Shelf Life.
9. To the new main point, add the subpoint, How long will the product be viable?
10. Apply the Subtle Effect SmartArt style to the SmartArt graphic.
11. Change the color scheme of the SmartArt graphic to Colored Fill – Accent 2.
12. Change the fill color of the Shelf Life shape to Gold, Accent 4, Lighter 80%.
13. Save a copy of the file with the name, Marketing Plan Revised_Complete.

Reference:

LearnKey's Word 2016 Training, Session 5:

Insert and Format SmartArt Graphics: Create a SmartArt Graphic; Format a SmartArt Graphic; Modify SmartArt Graphic Content

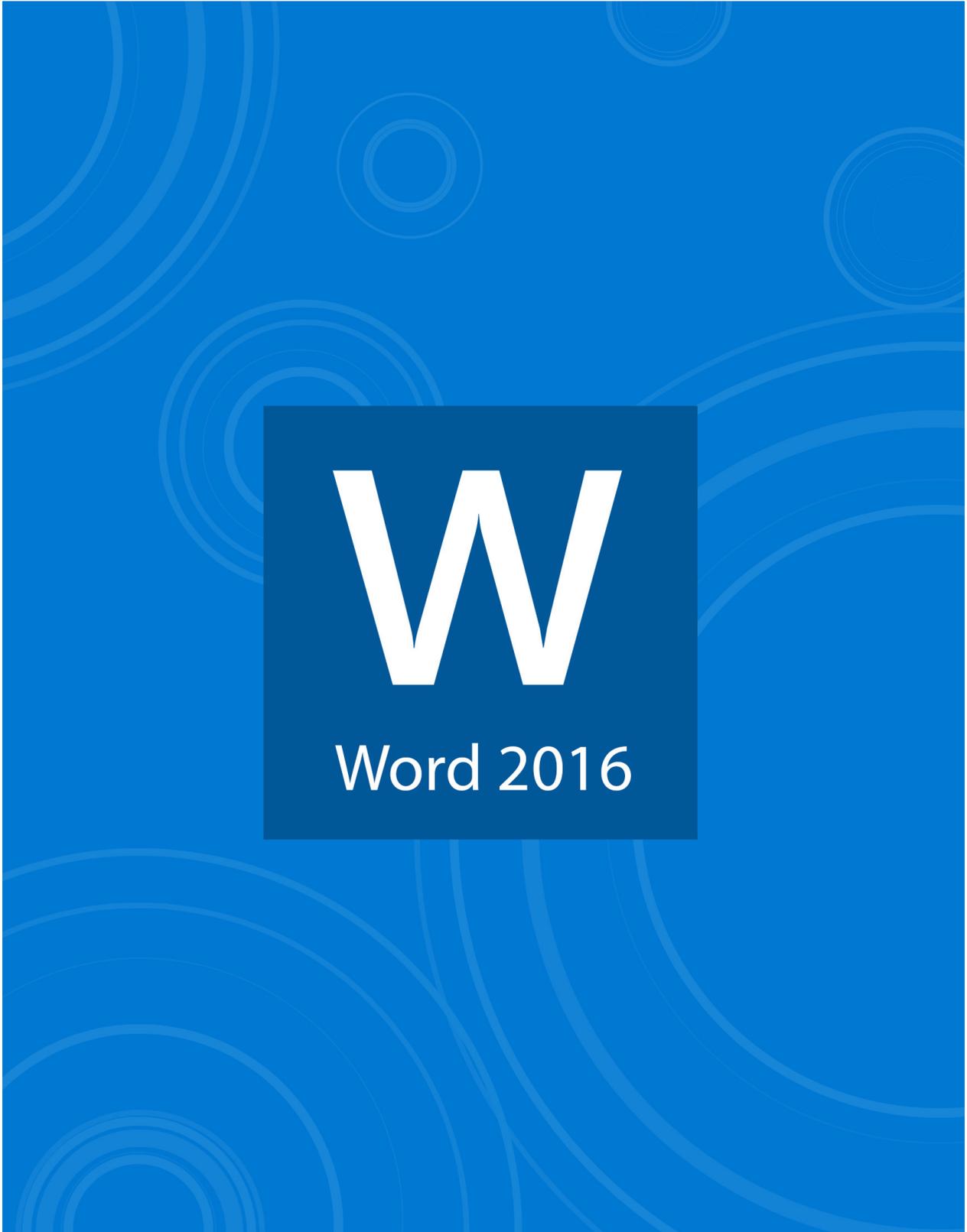
Difficulty: Advanced 

Required Materials: Word 2016 

Estimated Time to Complete: 15 minutes

Objectives:

- 5.0 Insert and Format Graphic Elements
 - 5.3 Insert and format SmartArt graphics
 - 5.3.1 Create a SmartArt graphic
 - 5.3.2 Format a SmartArt graphic
 - 5.3.3 Modify SmartArt graphic content



Master Project

Word 2016 Master Project

Description:

Now that you have learned all of the appropriate skills required to create a professional document using Word 2016, it is time to put your skills to use. Beginning with the basics, you will have the opportunity to design a document which enlists many of the elements you have learned about throughout the training. This project will help you to put your new skills into action by creating an informational flyer. Have fun!

This master project is divided into four parts and is designed to implement the majority of the skills acquired during this course. In Part 1, you will import and format the text for the body of your flyer. In Part 2, you will create a table converted from text. In Part 3, you will create a numbered list as well as a bulleted list with columns. Then in Part 4, you will create and format a bibliography with citations. The flyer will provide information about the International Space Station to prospective space travelers as well as a detailed description regarding typical daily activities aboard the space station.

Part 1

Description:

For this project, you will use the knowledge you have gained to design and create a flyer which will provide information about the International Space Station.

Steps for Completion:

1. Open a blank document or choose a template to use as the flyer. Import the AstronautMainText_start file. Convert any web addresses to hyperlinks with descriptive display text.
2. Insert the text, Introduction to the International Space Station, as a header at the top of the page. Insert page numbers at the bottom of each page. Adjust the line spacing to 1.0.
3. Change the font of the text to Arial. Change the font size of the paragraph headings to 14. Add the Heading 2 style heading and then use the Format Painter to apply it to the other paragraph headings. Convert the page title to WordArt.
4. Insert the SpaceShuttle_start and globe_start files into your document. Apply picture effects to the SpaceShuttle_start picture. Modify the shape of the globe_start picture. Wrap the text around the globe_start picture.

Part 2

Description:

Tables are used to display information in an organized way. In this part, you will create a table outlining the typical schedule of an astronaut aboard the International Space Station.

Steps for Completion:

1. Insert a page break after the main text. Change the orientation of the next page to landscape.
2. Open the AstronautSchedule_start file and copy and paste the contents onto the page. Select the daily activities list and descriptions and convert the text to a table with nine columns. AutoFit the table contents.
3. Insert a row above the table. Merge the cells in this row and give the table the title, An Astronaut's Daily Schedule. Center this title. Apply a table style to the table.

Part 3

Description:

Lists are used to display several items on a page. Numbered lists are used to list items which have specific order associated with them. Bulleted lists are used when order is not important. In this part of the project, you will create a numbered list and a bulleted list with columns.

Steps for Completion:

1. Insert a page break after the table. Change the orientation of the next page to portrait.
2. Open the AstronautLists_start file and copy and paste the contents onto the page. Select the astronaut prerequisites and make them into a numbered list. Under the Items I would bring on a long spaceflight section, create a bulleted list of 10 items that you would bring with you on your trip. Divide the list into two columns with five bullets in each column.

Part 4

Description:

Now it's time to cite your sources. After creating a great document full of wonderful information, it is important to make sure that you give credit to the sources which contain the information. In this part, you will create a bibliography citing your sources.

Steps for Completion:

1. Insert a page break after the lists.
2. Open the AstronautCitations_start file and use the citations to create a bibliography for your document.
3. Take several screenshots of your document while using a split window, zoom, web layout view, and full screen views. Save the document as a PDF.
4. Submit your finished document and screenshots to your instructor.

Required Materials: Word 2016 

The logo for Microsoft Word 2016, featuring a large white 'W' on a dark blue square background. The background of the entire page is a lighter blue with a pattern of concentric circles.

W

Word 2016

Appendix

Word 2016 Lesson Plans

Each lesson plan is approximately 30 minutes and includes video training, fill-in-the-blanks, labs, projects, tests, as well as the course support files to follow along with the expert. There is also a note section for customizable lesson plans and extra notes. By adhering to the lesson plan, it will take approximately four weeks to complete the course, approximately 22 hours of time training with an additional 6-14 hours if the Master Level lesson plans are also completed.

Session 1 [Approximately 8.5 hours]

Lesson	Topic	Subtopic	Objectives	Activity	Notes
Lesson 1				Session 1 Pre-Assessment	
Lesson 2	Introduction to Word 2016	Introduction		Watch Session 1: Introduction to Word 2016 [1 minute]	
Lesson 2 (Continued)	Getting Started	How to Take This Course Tour of Office Tour of Word		Watch Session 1: Getting Started [15 minute] Discuss Microsoft Office and the Word interface	
Lesson 3	Create Documents	Create a Blank Document Create a Document from a Template Open a PDF in Word Insert Text from Other Sources	1.0 Create and Manage Documents 1.1 Create a document 1.1.a Create a blank document 1.1.b Create a blank document using a template 1.1.c Open a PDF in Word for editing 1.1.d Insert text from a file or external source	Watch Session 1: Create Documents [17 minutes] Fill-in-the-Blanks Session 1: Questions Session 1 Lab 1: Create a New Document Session 1 Lab 2: Template Document Session 1 Lab 3: PDF Files in Word 2016 Session 1 Lab 4: External Source	
Lesson 4	Create Documents	See Lesson 3	See Lesson 3	Session 1 Project 1: Working with Templates Discuss creating documents	
Lesson 5	Navigate Through Documents	Search for Text Insert Hyperlinks Create Bookmarks The Go To Feature	1.0 Create and Manage Documents 1.2 Navigate through a document 1.2.a Search for text 1.2.b Insert hyperlinks 1.2.c Create bookmarks 1.2.d Move to a specific location or object in a document	Watch Session 1: Navigate Through Documents [10 minutes] Fill-in-the-Blanks Session 1: Questions Session 1 Lab 5: Advanced Search Session 1 Lab 6: Create a Hyperlink	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 6	Navigate Through Documents	See Lesson 3 and 5	See Lesson 3 and 5	Session 1 Lab 7: Create a Bookmark Session 1 Lab 8: Using Go To Session 1 Project 2: Importing PDFs	
Session 7	Format Documents	Modify Page Setup Apply Document Themes Apply Document Style Sets Insert Headers and Footers Insert Page Numbers Format Page Background Elements Watermarks	1.0 Create and Manage Documents 1.3 Format a Document 1.3.a Modify page setup 1.3.b Apply document themes 1.3.c Apply document style sets 1.3.d Insert headers and footers 1.3.e Insert page numbers 1.3.f Format page background elements	Watch Session 1: Format Documents [29 minutes] Fill-in-the-Blanks Session 1: Questions	
Session 8	Format Documents	See Lesson 7	See Lesson 7	Session 1 Lab 9: Apply Document Themes Session 1 Lab 10: Apply a Style Set Session 1 Lab 11: Insert a Header Session 1 Lab 12: Add Information to a Footer Session 1 Lab 13: Inserting Page Numbers Session 1 Lab 14: Add a Watermark	
Session 9	Format Documents	See Lesson 7	See Lesson 7	Session 1 Project 3: Navigating and Styling a Document Session 1 Project 4: Page Setup and Background Elements	
Lesson 10	Format Documents	See Lesson 7	See Lesson 7	Session 1 Project 5: Inserting Headers, Footers, and Page Numbers	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 11	Customize Document Views and Options	Change Document Views Customize Through Zoom Settings Customize the Quick Access Toolbar Split Windows Add Document Properties Show and Hide Formatting Symbols	1.0 Customize Options and Views for Documents 1.4 Format a Document 1.4.a Change document views 1.4.b Customize views by using zoom settings 1.4.c Customize the Quick Access toolbar 1.4.d Split the window 1.4.e Add document properties 1.4.f Show or hide formatting symbols	Watch Session 1: Customize Document Views and Options [26 minutes] Fill-in-the-Blanks Session 1: Questions	
Lesson 12	Customize Document Views and Options	See Lesson 11	See Lesson 11	Session 1 Lab 15: Quick Access Customization Session 1 Lab 16: Document Properties Session 1 Lab 17: Adding a Custom Property Session 1 Lab 18: Controlling which Formatting Marks Show Session 1 Project 6: Using Different Document Views	
Lesson 13		See Lessons 2, 3, 5, and 11	See Lessons 2, 3, 5, and 11	Session 1 Project 7: Creating a Word Project	
Lesson 14	Print and Save Documents	Modify Print Settings Save Documents in Different Formats Print Documents Check for Document Issues Inspect for Accessibility Issues Inspect for Compatibility Issues	1.0 Customize Options and Views for Documents 1.5 Print and Save Documents 1.5.a Modify print settings 1.5.b Save documents in alternative file formats 1.5.c Print all or part of a document 1.5.d Inspect a document for hidden properties or personal information 1.5.e Inspect a document for accessibility issues 1.5.f Inspect a document for compatibility issues	Watch Session 1: Print and Save Documents [22 minutes] Fill-in-the-Blanks Session 1: Questions 24-25 Session 1 Lab 19: Create a PDF Session 1 Lab 20: Inspection	
Lesson 15	Print and Save Documents	See Lesson 14	See Lesson 14	Session 1 Project 8: Printing and Saving Documents Session 1 Project 9: Inspecting a Document	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 16	Domain 1 Recap	Domain 1 Test Tips		Watch Session 1: Domain 1 Recap Review and discuss Word 2016 Session 1	
Lesson 17				Word 2016 Session 1 Post Assessment	

Session 1 Notes

Session 2 [Approximately 6 hours]

Lesson	Topic	Subtopic	Objectives	Activity	Notes
Lesson 1				Session 2 Pre-Assessment	
Lesson 2	Insert Text and Paragraphs	Find and Replace Text Cut and Paste Text Copy and Paste Text Use AutoCorrect to Replace Text Insert Symbols Insert Special Characters Use Undo and Redo	2.0 Format Text, Paragraphs, and Sections 2.1 Insert Text and Paragraphs 2.1.a Find and replace text 2.1.b Cut, copy and paste text 2.1.c Replace text by using AutoCorrect 2.1.d Insert special characters	Watch Session 2: Insert Text and Paragraphs: [22 minutes] Fill-in-the-Blanks Session 2: Questions 1-12 Session 2 Lab 1: Replace Text Session 2 Lab 2: Cut Text	
Lesson 3	Insert Text and Paragraphs	See Lesson 2	See Lesson 2	Session 2 Lab 3: Copy Text Session 2 Lab 4: Inserting Symbols Session 2 Project 1: Inserting Text and Paragraphs	
Lesson 4	Format Text and Paragraphs	Apply Font Formatting Use the Format Painter Set Line and Paragraph Spacing Set Line and Paragraph Indentation Set Tabs	2.0 Format Text, Paragraphs, and Sections 2.2 Format Text and Paragraphs 2.2.a Apply font formatting 2.2.b Apply formatting by using Format Painter 2.2.c Set line and paragraph spacing and indentation	Watch Session 2: Format Text and Paragraphs: Apply Font Formatting- Set Tabs [22 minutes] Fill-in-the-Blanks Session 2: Questions 1-12	
Lesson 5	Format Text and Paragraphs (Continued)	Clear Formatting Use the Text Highlighter Apply Built-In Styles Change Text to WordArt	2.0 Format Text, Paragraphs, and Sections 2.2 Format Text and Paragraphs 2.2.d Clear formatting 2.2.e Apply a text highlight color to text selections 2.2.f Apply built-in styles to text 2.2.g Change text to WordArt	Watch Session 2: Format Text and Paragraphs: Clear Formatting- Change Text to WordArt [10 minutes] Fill-in-the-Blanks Session 2: Questions 1-12 Session 2 Lab 5: Formatting Text Session 2 Lab 6: Line Spacing Session 2 Lab 7: Paragraph Spacing Session 2 Lab 8: Paragraph and Line Spacing	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 6	Format Text and Paragraphs	See Lesson 4 and 5	See Lesson 4 and 5	Session 2 Lab 9: Altering Indentation Session 2 Lab 10: Set a Tab Session 2 Lab 11: Apply a Style Session 2 Lab 12: Apply WordArt	
Lesson 7	Format Text and Paragraphs	See Lesson 4 and 5	See Lesson 4 and 5	Session 2 Project 2: Formatting Text and Paragraphs	
Lesson 8	Format Text and Paragraphs	See Lesson 4 and 5	See Lesson 4 and 5	Session 2 Project 3: Highlights, Styles, and WordArt Discuss formatting text and paragraphs	
Lesson 9	Order and Group Text and Paragraphs	Format Text in Multiple Columns Insert Page Breaks Insert Section Breaks Insert Column Breaks Set Page Setup Options in a Section	2.0 Format Text, Paragraphs, and Sections 2.3 Order and Group Text and Paragraphs 2.3.a Format text in multiple columns 2.3.b Insert page, section, or column breaks 2.3.c Change page setup options for a section	Watch Session 2: Order and Group Text and Paragraphs [19 minutes] Fill-in-the-Blanks Session 2: Questions 22-25 Session 2 Lab 13: Formatting Columns Session 2 Lab 14: Insert a Page Break Session 2 Lab 15: Section Page Setup Options	
Lesson 10	Order and Group Text and Paragraphs	See Lesson 9	See Lesson 9	Session 2 Project 4: Ordering and Grouping Text Paragraphs	
Lesson 11	Domain 2 Recap	Domain 2 Test Tips		Watch Session 2: Domain 2 Recaps [3 minutes] Review and discuss Word 2016 Session 2	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 12				Word 2016 Session 2 Post Test	

Session 2 Notes

Session 3 [Approximately 6.5 hours]

Lesson	Topic	Subtopic	Objectives	Activity	Notes
Lesson 1				Session 3 Pre-Assessment	
Lesson 2	Create Tables and Lists	Create a Table Convert Text to Tables Convert Tables to Text Create a Table with Specific Options Apply Table Styles Set Table Style Options	3.0 Create Tables and Lists 3.1 Create a Table 3.1.a Convert text to tables 3.1.b Convert tables to text 3.1.c Create a table by specifying rows and columns 3.1.d Apply table styles	Watch Session 3: Create Tables and Lists [23 minutes] Fill-in-the-Blank Session 3: Questions 1-5 Session 3 Lab 1: Text to Table Session 3 Lab 2: Tables to Text	
Lesson 3	Create Tables and Lists	See Lesson 2	See Lesson 2	Session 3 Lab3: Table from Scratch Session 3 Lab 4: Apply Style Session 3 Lab 5: Build a Style Session 3 Project 1: Converting Text to Tables and Tables to Text	
Lesson 4	Create Tables and Lists	See Lesson 2	See Lesson 2	Session 3 Project 2: Creating and Styling Tables Discuss creating tables and lists	
Lesson 5	Modify a Table	Sort Table Data Cell Margins and Spacing Merge and Split Cells Resize Tables Resize Rows and Columns Split Tables Configure a Repeating Row Header	3.0 Create Tables and Lists 3.2 Modify a Table 3.2.a Sort table data 3.2.b Configure cell margins and spacing 3.2.c Merge and split cells 3.2.d Resize tables, rows, and columns 3.2.e Split tables 3.2.f Configure a repeating row header	Watch Session 3: Shapes and Images [23 minutes] Fill-in-the-Blank Session 3: Questions 8-14 Session 3 Lab 6: Sort Table Content Session 3 Lab 7: Increase Cell Spacing Session 3 Lab 8: Merge Cells	
Lesson 6	Modify a Table	See Lesson 5	See Lesson 5	Session 3 Lab 9: Split Cells Session 3 Lab 10: Add a Repeating Row Session 3 Project 3: Sorting Information and Formatting Table Cells	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 7	Modify a Table	See Lesson 5	See Lesson 5	Session 3 Project 4: Modifying Tables Discuss modifying tables	
Lesson 8	Create and Modify a List	Create a Numbered List Create a Bulleted List Change Number Formats Change Bullet Characters Customize Bullet Characters Customize Number Formats Increase or Decrease List Levels Control List Numbering Set Starting Number Value	3.0 Create and Modify a List 3.3 Modify a Table 3.3.a Create a numbered or bulleted list 3.3.b Change bullet characters or number formats for a list level 3.3.c Define a custom bullet character or number format 3.3.d Increase or decrease list levels 3.3.e Restart or continue list numbering 3.3.f Set starting number value	Watch Session 3: Create and Modify a List [20 minutes] Fill-in-the-Blanks Session 3: Questions 19-23 Session 3 Lab 11: Create a Numbered List Session 3 Lab 12: Change Bullet Characters Session 3 Lab 13: Define a Bullet Character	
Lesson 9	Create and Modify a List	See Lesson 8	See Lesson 8	Session 3 Lab 14: Create a Number Format Session 3 Lab 15: List Numbering Session 3 Lab 16: Restart Bullet Numbering Session 3 Project 5: Creating and Modifying Bulleted Lists	
Lesson 10	Create and Modify a List	See Lesson 8	See Lesson 8	Session 3 Project 6: Creating and Modifying Numbered Lists	
Lesson 11	Domain 3 Recap	Domain 3 Test Tips		Watch Session 3: Domain 3 Recap [2 minutes] Review and discuss Word 2016 Session 3	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 13				Word 2016 Session 3 Post Assessment	

Session 3 Notes

Session 4 [Approximately 5 hours]

Lesson	Topic	Subtopic	Objectives	Activity	Notes
Lesson 1				Session 4 Pre-Assessment	
Lesson 2	Create and Manage References	Create and Manage Reference Markers Insert Footnotes Insert Endnotes Modify Footnote Properties Modify Endnote Properties Create Bibliography Citation Sources Modify Bibliography Citation Sources Insert Citations for Bibliographies Insert Figure Captions Insert Table Captions Modify Caption Properties	4.0 Create and Manage References 4.1 Create and Manage Reference Markers 4.1.a Insert footnotes and endnotes 4.1.b Modify footnote and endnote properties 4.1.c Create bibliography citation sources 4.1.d Modify bibliography citation sources 4.1.e Insert citations for bibliographies 4.1.f Insert figure and table captions 4.1.g Modify caption properties	Watch Session 4: Create and Manage References [29 minutes] Fill-in-the-Blanks Session 4: Questions 1-12	
Lesson 3	Create and Manage References	See Lesson 2	See Lesson 2	Session 4 Lab 1: Inserting a Footnote Session 4 Lab 2: Inserting an Endnote Session 4 Lab 3: Changing Footnote Location Session 4 Lab 4: Changing Endnote Numbering Session 4 Lab 5: Create a Book Source Session 4 Lab 6: Create a Web Site Source Session 4 Lab 7: Editing a Source Session 4 Lab 8: Adding a Source to a Document	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 4	Create and Manage References	See Lesson 2	See Lesson 2	<p>Session 4 Lab 9: Adding a Placeholder</p> <p>Session 4 Lab 10: Creating a New Source Citation</p> <p>Session 4 Lab 11: Editing a Placeholder Source</p> <p>Session 4 Lab 12: Source Verification</p> <p>Session 4 Lab 13: Editing a Placeholder Source</p> <p>Session 4 Lab 14: Adding a Caption to a Table</p> <p>Session 4 Lab 15: Modify a Caption</p> <p>Session 4 Lab 16: Adding a Table of Figures</p>	
Lesson 5	Create and Manage References	See Lesson 2	See Lesson 2	Session 4 Project 1: Footnotes and Endnotes	
Lesson 6	Create and Manage References	See Lesson 2	See Lesson 2	<p>Session 4 Project 2: Working with Citation Sources</p> <p>Session 4 Project 3: Working with Figure and Table Captions</p>	
Lesson 7	Create and Manage Simple References	<p>Insert a Table of Contents</p> <p>Update a Table of Contents</p> <p>Insert a Cover Page</p>	<p>4.0 Create and Manage References</p> <p>4.2 Create and Manage Simple References</p> <p>4.2.a Insert a standard table of contents</p> <p>4.2.b Update a table of contents</p> <p>4.2.c Insert a cover page</p>	<p>Watch Session 4: Create and Manage Simple References [11 minutes]</p> <p>Fill-in-the-Blanks Session 4: Questions 1-12</p> <p>Session 4 Lab 17: Create an Automated Table of Contents</p> <p>Session 4 Lab 18: Create a Manual Table of Contents</p> <p>Session 4 Lab 19: Updating the Table of Contents</p> <p>Session 4 Lab 20: Add a Cover Page</p>	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 8	Create and Manage Simple References	See Lesson 7	See Lesson 7	Session 4 Project 4: Table of Contents and Cover Pages	
Lesson 9	Proofing the Document	Check Spelling and Grammar		Watch Session 4: Proofing the Document [4 minutes] Fill-in-the-Blanks Session 4: Questions 22-25	
Lesson 9 (Continued)	Domain 4 Recap	Domain 4 Test Tips	See Lesson 9	Watch Session 4: Domain 4 Recap [4 minutes] Review and discuss Word 2016 Session 4	
Lesson 10				Word 2016 Session 4 Post Test	

Session 4 Notes

Session 5 [Approximately 6 hours]

Lesson	Topic	Subtopic	Objectives	Activity	Notes
Lesson 1				Session 5 Pre-Assessment	
Lesson 2	Insert and Format Graphic Elements	Insert Graphic Elements Insert Shapes Insert Pictures Insert Screenshots Insert Screen Clippings Insert Text Boxes	5.0 Insert and Format Graphic Elements 5.1 Insert Graphic Elements 5.1.a Insert shapes 5.1.b Insert pictures 5.1.c Insert a screen shot or screen clippings 5.1.d Insert text boxes	Watch Session 5: Insert and Format Graphic Elements [12 minutes] Fill-in-the-Blank Session 5: Questions 1-5 Session 5 Lab 1: Insert a Shape Session 5 Lab 2: Insert a Picture Session 5 Lab 3: Insert a Screenshot Session 5 Lab 4: Insert a Screen Clipping Session 5 Lab 5: Insert a Text Box	
Lesson 3	Insert and Format Graphic Elements	See Lesson 2	See Lesson 2	Session 5 Project 1: Inserting Shapes and Pictures	
Lesson 4	Insert and Format Graphic Elements	See Lesson 2	See Lesson 2	Session 5 Project 2: Screenshots, Screen Clippings, and Text Boxes Discuss inserting and formatting graphic elements and other objects	
Lesson 5	Format Graphic Elements	Apply Artistic Effects Apply Picture Effects Remove Picture Backgrounds Format Objects Apply Picture Styles Wrap Text Around Objects Position Objects Add Alternative Text to Objects	5.0 Insert and Format Graphic Elements 5.2 Format Graphic Elements 5.2.a Apply artistic effects 5.2.b Apply picture effects 5.2.c Remove picture backgrounds 5.2.d Format objects 5.2.e Apply a picture style 5.2.f Wrap text around objects 5.2.g Position objects 5.2.h Add alternative text to objects for accessibility	Watch Session 5: Insert and Format Graphic Elements [26 minutes] Fill-in-the-Blank Session 5: Questions 1-5 Session 5 Lab 6: Apply an Artistic Effect Session 5 Lab 7: Apply a Picture Effect	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 6	Format Graphic Elements	See Lesson 5	See Lesson 5	<p>Session 5 Lab 8: Remove a Background</p> <p>Session 5 Lab 9: Shape Position</p> <p>Session 5 Lab 10: Format Shapes</p> <p>Session 5 Lab 11: Grouping Shapes</p> <p>Session 5 Lab 12: Apply a Picture Style</p> <p>Session 5 Lab 13: Wrap Text</p>	
Lesson 7	Format Graphic Elements	See Lesson 5	See Lesson 5	<p>Session 5 Lab 14: Repositioning</p> <p>Session 5 Lab 15: Add Alternative Text</p> <p>Session 5 Lab 16: Adding Alternative Text to a Table</p> <p>Session 5 Project 2: Applying Picture Effects and Styles</p>	
Lesson 8	Format Graphic Elements	See Lesson 5	See Lesson 5	<p>Session 5 Project 3: Formatting and Positioning Objects</p>	

Lesson	Topic	Subtopic	Objective	Activity	Notes
Lesson 9	Insert and Format SmartArt Graphics	Create a SmartArt Graphic Format a SmartArt Graphic Modify SmartArt Graphic Content	5.0 Insert and Format Graphic Elements 5.3 Insert and Format SmartArt Graphics 5.3.a Create a SmartArt graphic 5.3.b Format a SmartArt graphic 5.3.c Modify SmartArt graphic content	Watch Session 5: Insert and Format Graphic Elements [12 minutes] Fill-in-the-Blank Session 5: Questions 1-5 Session 5 Lab 17: Add a SmartArt Graphic Session 5 Lab 18: Adding Text to SmartArt Session 5 Lab 19: Formatting SmartArt Session 5 Lab 20: Moving SmartArt Graphics	
Lesson 10	Insert and Format SmartArt Graphics	See Lesson 9	See Lesson 9	Session 5 Project 4: Inserting and Formatting SmartArt Graphics	
Lesson 11	Domain 5 Recap	Domain 5 Test Tips		Watch Session 5: Domain 5 Recap	
Lesson 12				Word 2016 Session 5 Post Assessment	

Session 5 Notes

Master Level Lesson Plans [Approximately 6-14 hours]

Lesson	Topic	Subtopic	Objectives	Activity	Notes
Lesson 1	Entire Course	Entire Course	All Objectives	Word 2016 Master Project	
Lesson 2	Entire Course	Entire Course	All Objectives	Word 2016 Master Project	
Lesson 3	Entire Course	Entire Course	All Objectives	Word 2016 Master Project	
Lesson 4	Entire Course	Entire Course	All Objectives	Word 2016 Master Project	
Lesson 5	Entire Course	Entire Course	All Objectives	MasterExam	
Lesson 6	Entire Course	Entire Course	All Objectives	MasterExam	
Lesson 7	Entire Course	Entire Course	All Objectives	MasterExam	

Notes

Word 2016 Session 1 Outline

Introduction to Word 2016

Introduction

Getting Started

How to Take This Course

Tour of Office

Tour of Word

Create Documents

Create a Blank Document

Create a Document from a Template

Open a PDF in Word

Insert Text from Other Sources

Navigate Through Documents

Search for Text

Insert Hyperlinks

Create Bookmarks

The Go To Feature

Format Documents

Modify Page Setup

Apply Document Themes

Apply Document Style Sets

Insert Headers and Footers

Insert Page Numbers

Format Page Background Elements

Watermarks

Customize Document Views and Options

Change Document Views

Customize Through Zoom Settings

Customize the Quick Access Toolbar

Split Windows

Add Document Properties

Show and Hide Formatting Symbols

Print and Save Documents

Modify Print Settings

Save Documents in Different Formats

Print Documents

Check for Document Issues

Inspect for Accessibility Issues

Inspect for Compatibility Issues

Domain 1 Recap

Domain 1 Test Tips

Word 2016 Session 2 Outline

Insert Text and Paragraphs

- Find and Replace Text
- Cut and Paste Text
- Copy and Paste Text
- Use AutoCorrect to Replace Text
- Insert Symbols
- Insert Special Characters
- Use Undo and Redo

Format Text and Paragraphs

- Apply Font Formatting
- Use the Format Painter
- Set Line and Paragraph Spacing
- Set Line and Paragraph Indentation
- Set Tabs
- Clear Formatting
- Use the Text Highlighter
- Apply Built-In Styles
- Change Text to WordArt

Order and Group Text and Paragraphs

- Format Text in Multiple Columns
- Insert Page Breaks
- Insert Section Breaks
- Insert Column Breaks
- Set Page Setup Options in a Section

Domain 2 Recap

- Domain 2 Test Tips

Word 2016 Session 3 Outline

Create Tables and Lists

- Create a Table
- Convert Text to Tables
- Convert Tables to Text
- Create a Table with Specific Options
- Apply Table Styles
- Set Table Style Options

Modify a Table

- Sort Table Data
- Cell Margins and Spacing
- Merge and Split Cells
- Resize Tables
- Resize Rows and Columns
- Split Tables
- Configure a Repeating Row Header

Create and Modify a List

- Create a Numbered List
- Create a Bulleted List
- Change Number Formats
- Change Bullet Characters
- Customize Bullet Characters
- Customize Number Formats
- Increase or Decrease List Levels
- Control List Numbering
- Set Starting Number Value

Domain 3 Recap

- Domain 3 Test Tips

Word 2016 Session 4 Outline

Create and Manage References

- Create and Manage Reference Markers
- Insert Footnotes
- Insert Endnotes
- Modify Footnote Properties
- Modify Endnote Properties
- Create Bibliography Citation Sources
- Modify Bibliography Citation Sources
- Insert Citations for Bibliographies
- Insert Figure Captions
- Insert Table Captions
- Modify Caption Properties

Create and Manage Simple References

- Insert a Table of Contents
- Update a Table of Contents
- Insert a Cover Page

Proofing the Document

- Check Spelling and Grammar

Domain 4 Recap

- Domain 4 Test Tips

Word 2016 Session 5 Outline

<p>Insert and Format Graphic Elements Insert Graphic Elements Insert Shapes Insert Pictures Insert Screenshots Insert Screen Clippings Insert Text Boxes</p> <p>Format Graphic Elements Apply Artistic Effects Apply Picture Effects Remove Picture Backgrounds Format Objects Apply Picture Styles Wrap Text Around Objects Position Objects Add Alternative Text to Objects</p> <p>Insert and Format SmartArt Graphics Create a SmartArt Graphic Format a SmartArt Graphic Modify SmartArt Graphic Content</p> <p>Domain 5 Recap Domain 5 Test Tips</p> <p>Test Taking Tips Overall Test Tips</p>	
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Shortcut Keys

Command	Key Combination
Create new document	Ctrl+N
Open	Ctrl+O
Close	Ctrl+W
Save	Ctrl+S
Split document window	Alt+Ctrl+S
Print	Ctrl+P
Print preview	Alt+Ctrl+I
Cancel	Esc
Undo	Ctrl+Z
Redo or repeat	Ctrl+Y
Find	Ctrl+F
Go to	Ctrl+G
Outline view	Alt+Ctrl+O
Draft view	Alt+Ctrl+N
Insert footnote	Alt+Ctrl+F
Insert endnote	Alt+Ctrl+D
Insert hyperlink	Ctrl+K
Refresh webpage	F9
Delete one character to the left	Backspace
Delete one character to the right	Delete
Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Insert field	Ctrl+F9
Insert line break	Shift+Enter
Insert page break	Ctrl+Enter
Insert column break	Ctrl+Shift+Enter
Insert em dash	Alt+Ctrl+Minus Sign (-)
Insert en dash	Ctrl+Minus Sign (-)
Insert copyright symbol	Alt+Ctrl+C
Insert registered trademark symbol	Alt+Ctrl+R
Insert trademark symbol	Alt+Ctrl+T
Insert ellipses	Alt+Ctrl+Period (.)
Copy text formatting	Ctrl+Shift+C
Apply copied formatting	Ctrl+Shift+V
Increase font size	Ctrl+Shift+>
Decrease font size	Ctrl+Shift+<
Increase font by 1 point	Ctrl+]
Decrease font by 1 point	Ctrl+[
Open font dialog box	Ctrl+D
Change letter case	Shift+F3
Format letters as capitals	Ctrl+Shift+A
Bold text	Ctrl+B
Underline text	Ctrl+U

Command	Key Combination
Underline words only	Ctrl+Shift+W
Double underline text	Ctrl+Shift+D
Apply hidden text	Ctrl+Shift+H
Italic text	Ctrl+I
Format letters as small caps	Ctrl+Shift+K
Subscript	Ctrl+Equal Sign (=)
Superscript	Ctrl+Shift+Plus Sign (+)
Single-space lines	Ctrl+1
Double-space lines	Ctrl+2
1.5 Line spacing	Ctrl+5
Left-align paragraph	Ctrl+L
Left-indent paragraph	Ctrl+M
Hanging indent	Ctrl+T
Reduce hanging indent	Ctrl+Shift+T
Remove paragraph formatting	Ctrl+Q
Help	F1
Move text or graphics	F2
Repeat last section	F4
Go to (home tab)	F5
Next pane	F6
Spelling (review tab)	F7
Extend selection	F8
Update selected fields	F9
Show keytips	F10
Go to next field	F11
Save as	F12
Go to beginning of document (read mode)	HOME
Go to end of document (read mode)	END
Exit read mode	Esc
Extend mode	F8
Select nearest character	F8, Left Arrow or Right Arrow
Increase selection	F8 multiple times
Reduce selection	Shift+F8
Extend selection one character to the right	Shift+Right Arrow
Extend selection one character to the left	Shift+Left Arrow
Extend selection to end of word	Ctrl+Shift+Right Arrow
Extend selection to beginning of word	Ctrl+Shift+Left Arrow
Extend selection to end of line	Shift+End
Extend selection to beginning of line	Shift+Home