# Microsoft® Word 2016

## Expert Certification Guide

Courseware 3261 Exam 77-726 ISBN 978-1-55332-497-3

## Course Description

*Microsoft® Word Expert* teaches students how to use a variety of intermediate and advanced features to create and format business documents including online forms and personalized mailings. Students also learn to collaborate with other users, create online forms, work with templates, and apply advanced formatting options.

Students who complete this course will have reviewed all the exam objectives to prepare for: Microsoft Word 2016 Expert Exam #77-726. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

Suggested Course Length: 25-45 Hours

## Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- ☐ start and run Windows
- ☐ use the taskbar
- ☐ use the Start button
- ☐ use the Help feature
- ☐ use Minimize, Restore Down/Maximize, or Close
- ☐ use the left and right mouse buttons appropriately
- ☐ understand file management techniques
- ☐ navigate between files, folders, or drives

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# Outline

**About this Courseware**

- Courseware Description
- Course Design
- Course Objectives
- Conventions and Graphics

**Lesson 1: Using Advanced Design Elements**

- Lesson Objectives
- Customizing Templates
- Sharing Template Tools
- Working with Styles
  - Creating Styles
  - Modifying Styles
  - Styles, Structure, and Navigation
- Customizing Themes and Style Sets
  - Customizing Themes
  - Customizing Color Sets
  - Customizing Font Sets
  - Managing Multiple Font Options
  - Customizing Style Sets
- Searching for Specific Information
  - Searching with Wildcards
  - Finding and Replacing Formatting
- Controlling the Text Flow
  - Text Flow Options
  - Using Hyphenation
  - Using Line Numbers
- Lesson Summary
- Review Questions

**Lesson 2: Managing Documents**

- Lesson Objectives
- Managing Documents
  - Using Comments
  - Using Track Changes
  - Reviewing a Document
- Importing and Linking to External Content
  - Importing External Data as an Object
  - Importing External Data as Text
- Linking Text Boxes
- Comparing and Combining Documents
  - Combining Documents
  - Resolving Style Conflicts
  - Managing Document Versions
- Protecting Documents
  - Encrypting a Document with a Password
  - Restricting Editing
  - Restricting Access
  - Marking a Document as Final
  - Adding a Digital Signature
- Lesson Summary
- Review Questions

**Lesson 3: Using Productivity Tools**

- Customizing Global Settings
  - Displaying Hidden Ribbon Tabs
  - Setting the Default Font
- Setting Up Forms
  - Creating Online Forms
  - Inserting Content Controls
  - Content Control Properties
  - Adding Help Tips
  - Locking the Form
- Working with Building Blocks
  - Using Quick Parts
  - Using the Building Blocks Organizer
- Understanding Macros
  - Configuring Security for Macros
  - Recording Macros
  - Running Macros
  - Editing Macros
  - Organizing Macros
- Lesson Summary
- Review Questions

**Lesson 4: Working with Advanced References**

- Accommodating a Global Audience
  - Utilizing Global Content Standards
  - Using Alt Text
  - Configuring Language Options
- Adding Document References
  - Using Captions
  - Inserting a Table of Figures
- Creating Indexes
  - Index Entry Types
  - Marking Index Entries
  - Generating an Index
  - Updating an Index
- Creating a Table of Contents
  - Choosing a Format Style
  - Customizing the Table of Contents
  - Updating the Table of Contents
- Understanding Mail Merge
  - Understanding Recipient Lists
  - Managing Recipient Lists
  - Understanding Main Documents
  - Inserting Merge Fields
  - Previewing the Merge Results
  - Finishing the Merge
- Lesson Summary
- Review Questions

**Appendices**

- Appendix A: Courseware Mapping
- Appendix B: Glossary of Terms
- Appendix C: Index

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