

# MOS 2016 Study Guide

Joan Lambert



**EXAM 77-725**

# Microsoft Word

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# MOS 2016 Study Guide for Microsoft Word

Joan E. Lambert



Microsoft Office Specialist  
Exam 77-725

## **MOS 2016 Study Guide for Microsoft Word**

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# Introduction

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The Microsoft Office Specialist (MOS) certification program has been designed to validate your knowledge of and ability to use programs in the Microsoft Office 2016 suite of programs. This book has been designed to guide you in studying the types of tasks you are likely to be required to demonstrate in Exam 77-725: Microsoft Word 2016.

---

**See Also** For information about the tasks you are likely to be required to demonstrate in Exam 77-726: Microsoft Word 2016 Expert, see *MOS 2016 Study Guide for Microsoft Word Expert* by John Pierce (Microsoft Press, 2017).

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## Who this book is for

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*MOS 2016 Study Guide for Microsoft Word* is designed for experienced computer users seeking Microsoft Office Specialist certification in Word 2016.

MOS exams for individual programs are practical rather than theoretical. You must demonstrate that you can complete certain tasks or projects rather than simply answer questions about program features. The successful MOS certification candidate will have at least six months of experience using all aspects of the application on a regular basis; for example, using Word at work or school to create and manage documents, format document content, present information in tables and lists, insert and format pictures, create business diagrams, and reference information sources.

As a certification candidate, you probably have a lot of experience with the program you want to become certified in. Many of the procedures described in this book will be familiar to you; others might not be. Read through each study section and ensure that you are familiar with the procedures, concepts, and tools discussed. In some cases, images depict the tools you will use to perform procedures related to the skill set. Study the images and ensure that you are familiar with the options available for each tool.



## How this book is organized

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The exam coverage is divided into chapters representing broad skill sets that correlate to the functional groups covered by the exam. Each chapter is divided into sections addressing groups of related skills that correlate to the exam objectives. Each section includes review information, generic procedures, and practice tasks you can complete on your own while studying. We provide practice files you can use to work through the practice tasks, and results files you can use to check your work. You can practice the generic procedures in this book by using the practice files supplied or by using your own files. (If you use your own files, keep in mind that functionality in Word 2016 is limited in files created in or saved for earlier versions of the program. When you are working in such a file, *Compatibility Mode* appears in the program window title bar.)

Throughout this book, you will find Exam Strategy tips that present information about the scope of study that is necessary to ensure that you achieve mastery of a skill set and are successful in your certification effort.

## Download the practice files

---

Before you can complete the practice tasks in this book, you need to copy the book's practice files and results files to your computer. Download the compressed (zipped) folder from the following page, and extract the files from it to a folder (such as your Documents folder) on your computer:

*<https://aka.ms/MOSWord2016/downloads>*

---

**IMPORTANT** The Word 2016 program is not available from this website. You should purchase and install that program before using this book.

---

You will save the completed versions of practice files that you modify while working through the practice tasks in this book. If you later want to repeat the practice tasks, you can download the original practice files again.

The following table lists the practice files provided for this book.

Folder and objective group	Practice files	Result files
MOSWord2016\Objective1 Create and manage documents	Word_1-1a.dotx Word_1-1b.txt Word_1-1c.pdf Word_1-2.docx Word_1-3.docx Word_1-4.docx Word_1-5.docx	Word_1-1_results subfolder: <ul style="list-style-type: none"> <li>▪ MyBlankDoc_results.docx</li> <li>▪ MyFaxCover_results.docx</li> <li>▪ MyNurseryRhymes_results.docx</li> <li>▪ MyPDF_results.docx</li> <li>▪ MySummerDoc_results.docx</li> </ul> Word_1-2_results.docx Word_1-3_results.docx Word_1-4_results.docx Word_1-5_results subfolder: <ul style="list-style-type: none"> <li>▪ MyBookmarks_results.pdf</li> <li>▪ MyCompatible_results.doc</li> </ul>
MOSWord2016\Objective2 Format text, paragraphs, and sections	Word_2-1a.docx Word_2-1b.pptx Word_2-1c.docx Word_2-2.docx Word_2-3.docx	Word_2-1_results.docx Word_2-2_results.docx Word_2-3_results.docx
MOSWord2016\Objective3 Create tables and lists	Word_3-1.docx Word_3-2.docx Word_3-3.docx	Word_3-1_results.docx Word_3-2_results.docx Word_3-3_results.docx
MOSWord2016\Objective4 Create and manage references	Word_4-1.docx Word_4-2a.docx Word_4-2b.docx	Word_4-1_results.docx Word_4-2a_results.docx Word_4-2b_results.docx
MOSWord2016\Objective5 Insert and format graphic elements	Word_5-1a.docx Word_5-1b.jpg Word_5-2.docx Word_5-3.docx	Word_5-1_results.docx Word_5-2_results.docx Word_5-3_results.docx

## Adapt procedure steps

---

This book contains many images of user interface elements that you'll work with while performing tasks in Word on a Windows computer. Depending on your screen resolution or app window width, the Word ribbon on your screen might look different from that shown in this book. (If you turn on Touch mode, the ribbon displays significantly fewer commands than in Mouse mode.) As a result, procedural instructions that involve the ribbon might require a little adaptation.

Simple procedural instructions use this format:

→ On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.

If the command is in a list, our instructions use this format:

→ On the **Home** tab, in the **Editing** group, click the **Find** arrow and then, in the **Find** list, click **Go To**.

If differences between your display settings and ours cause a button to appear differently on your screen than it does in this book, you can easily adapt the steps to locate the command. First click the specified tab, and then locate the specified group. If a group has been collapsed into a group list or under a group button, click the list or button to display the group's commands. If you can't immediately identify the button you want, point to likely candidates to display their names in ScreenTips.

Multistep procedural instructions use this format:

1. To select the paragraph that you want to format in columns, triple-click the paragraph.
2. On the **Layout** tab, in the **Page Setup** group, click the **Columns** button to display a menu of column layout options.
3. On the **Columns** menu, click **Three**.

On subsequent instances of instructions that require you to follow the same process, the instructions might be simplified in this format because the working location has already been established:

1. Select the paragraph that you want to format in columns.
2. On the **Columns** menu, click **Three**.

The instructions in this book assume that you're interacting with on-screen elements on your computer by clicking (with a mouse, touchpad, or other hardware device). If you're using a different method—for example, if your computer has a touchscreen interface and you're tapping the screen (with your finger or a stylus)—substitute the applicable tapping action when you interact with a user interface element.

Instructions in this book refer to user interface elements that you click or tap on the screen as *buttons*, and to physical buttons that you press on a keyboard as *keys*, to conform to the standard terminology used in documentation for these products.

## Ebook edition

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If you're reading the ebook edition of this book, you can do the following:

- Search the full text
- Print
- Copy and paste

You can purchase and download the ebook edition from the Microsoft Press Store at:

*<https://aka.ms/MOSWord2016/detail>*

## Errata, updates, & book support

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We've made every effort to ensure the accuracy of this book and its companion content. If you discover an error, please submit it to us through the link at:

*<https://aka.ms/MOSWord2016/errata>*

If you need to contact the Microsoft Press Book Support team, please send an email message to:

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For help with Microsoft software and hardware, go to:

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# Taking a Microsoft Office Specialist exam

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Desktop computing proficiency is increasingly important in today's business world. When screening, hiring, and training employees, employers can feel reassured by relying on the objectivity and consistency of technology certification to ensure the competence of their workforce. As an employee or job seeker, you can use technology certification to prove that you already have the skills you need to succeed, saving current and future employers the time and expense of training you.

## Microsoft Office Specialist certification

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Microsoft Office Specialist certification is designed to assist students and information workers in validating their skills with Office programs. The following certification paths are available:

- A Microsoft Office Specialist (MOS) is an individual who has demonstrated proficiency by passing a certification exam in one or more Office programs, including Microsoft Word, Excel, PowerPoint, Outlook, or Access.
- A Microsoft Office Specialist Expert (MOS Expert) is an individual who has taken his or her knowledge of Office to the next level and has demonstrated by passing two certification exams that he or she has mastered the more advanced features of Word or Excel.
- A Microsoft Office Specialist Master (MOS Master) is an individual who has demonstrated a broader knowledge of Office skills by passing the Word and Word Expert exams, the Excel and Excel Expert exams, and the PowerPoint, Access, or Outlook exam.

## Selecting a certification path

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When deciding which certifications you would like to pursue, assess the following:

- The program and program version(s) with which you are familiar
- The length of time you have used the program and how frequently you use it



- Whether you have had formal or informal training in the use of that program
- Whether you use most or all of the available program features
- Whether you are considered a go-to resource by business associates, friends, and family members who have difficulty with the program

Candidates for MOS Expert and MOS Master certification are expected to successfully complete a wide range of standard business tasks. Successful candidates generally have six or more months of experience with the specific Office program, including either formal, instructor-led training or self-study using MOS-approved books, guides, or interactive computer-based materials.

Candidates for MOS Expert and MOS Master certification are expected to successfully complete more complex tasks that involve using the advanced functionality of the program. Successful candidates generally have at least six months, and might have several years, of experience with the programs, including formal, instructor-led training or self-study using MOS-approved materials.

## Test-taking tips

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Every MOS certification exam is developed from a set of exam skill standards (referred to as the *objective domain*) that are derived from studies of how the Office programs are used in the workplace. Because these skill standards dictate the scope of each exam, they provide critical information about how to prepare for certification. This book follows the structure of the published exam objectives.

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**See Also** For more information about the book structure, see “How this book is organized” in the Introduction.

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The MOS certification exams are performance based and require you to complete business-related tasks in the program for which you are seeking certification. For example, you might be presented with a document and told to insert and format additional document elements. Your score on the exam reflects how many of the requested tasks you complete within the allotted time.

Here is some helpful information about taking the exam:

- Keep track of the time. Your exam time does not officially begin until after you finish reading the instructions provided at the beginning of the exam. During the exam, the amount of time remaining is shown in the exam instruction window. You can't pause the exam after you start it.
- Pace yourself. At the beginning of the exam, you will receive information about the tasks that are included in the exam. During the exam, the number of completed and remaining tasks is shown in the exam instruction window.
- Read the exam instructions carefully before beginning. Follow all the instructions provided completely and accurately.
- If you have difficulty performing a task, you can restart it without affecting the result of any completed tasks, or you can skip the task and come back to it after you finish the other tasks on the exam.
- Enter requested information as it appears in the instructions, but without duplicating the formatting unless you are specifically instructed to do so. For example, the text and values you are asked to enter might appear in the instructions in bold and underlined text, but you should enter the information without applying these formats.
- Close all dialog boxes before proceeding to the next exam item unless you are specifically instructed not to do so.
- Don't close task panes before proceeding to the next exam item unless you are specifically instructed to do so.
- If you are asked to print a document, worksheet, chart, report, or slide, perform the task, but be aware that nothing will actually be printed.
- Don't worry about extra keystrokes or mouse clicks. Your work is scored based on its result, not on the method you use to achieve that result (unless a specific method is indicated in the instructions).
- If a computer problem occurs during the exam (for example, if the exam does not respond or the mouse no longer functions) or if a power outage occurs, contact a testing center administrator immediately. The administrator will restart the computer and return the exam to the point where the interruption occurred, with your score intact.

Exam Strategy This book includes special tips for effectively studying for the Microsoft Office Specialist exams in Exam Strategy paragraphs such as this one.

## Certification benefits

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At the conclusion of the exam, you will receive a score report, indicating whether you passed the exam. If your score meets or exceeds the passing standard (the minimum required score), you will be contacted by email by the Microsoft Certification Program team. The email message you receive will include your Microsoft Certification ID and links to online resources, including the Microsoft Certified Professional site. On this site, you can download or order a printed certificate, create a virtual business card, order an ID card, review and share your certification transcript, access the Logo Builder, and access other useful and interesting resources, including special offers from Microsoft and affiliated companies.

Depending on the level of certification you achieve, you will qualify to display one of three logos on your business card and other personal promotional materials. These logos attest to the fact that you are proficient in the applications or cross-application skills necessary to achieve the certification. Using the Logo Builder, you can create a personalized certification logo that includes the MOS logo and the specific programs in which you have achieved certification. If you achieve MOS certification in multiple programs, you can include multiple certifications in one logo.

## For more information

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To learn more about the Microsoft Office Specialist exams and related courseware, visit:

*<http://www.certipoint.com/mos>*



# Microsoft Office Specialist

Exam 77-725

# Microsoft Word 2016

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This book covers the skills you need to have for certification as a Microsoft Office Specialist in Word 2016. Specifically, you need to be able to complete tasks that demonstrate the following skill sets:

- 1 Create and manage documents
- 2 Format text, paragraphs, and sections
- 3 Create tables and lists
- 4 Create and manage references
- 5 Insert and format graphic elements

With these skills, you can create, populate, format the content of, and manage the types of documents most commonly used in a business environment.

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## Prerequisites

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We assume that you have been working with Word 2016 for at least six months and that you know how to carry out fundamental tasks that are not specifically mentioned in the objectives for this Microsoft Office Specialist exam. Before you begin studying for this exam, you might want to make sure you are familiar with the information in this section.

### Move around in a document

You can view various parts of the active document by using the vertical and horizontal scroll bars. Using the scroll bars does not move the cursor—it changes only the part of the document displayed in the window. For example, if you drag the vertical scroll box down to the bottom of the scroll bar, the end of the document comes into view, but the cursor stays in its original location.

Here are some other ways to use the scroll bars:

- Click the up or down scroll arrow on the vertical scroll bar to move the document window up or down one line of text.
- Click above or below the scroll box to move up or down one screen.
- Click the left or right scroll arrow on the horizontal scroll bar to move the document window to the left or right several characters at a time.
- Click to the left or right of the scroll box to move left or right one screen.

You can also move around in a document by moving the cursor. You can click to place the cursor at a particular location, or you can press a key or a key combination to move the cursor.

The following table shows the keys and key combinations you can use to move the cursor.

Pressing this key or key combination	Moves the cursor
Left Arrow	Left one character at a time
Right Arrow	Right one character at a time
Down Arrow	Down one line at a time
Up Arrow	Up one line at a time
Ctrl+Left Arrow	Left one word at a time
Ctrl+Right Arrow	Right one word at a time
Home	To the beginning of the current line
End	To the end of the current line
Ctrl+Home	To the beginning of the document
Ctrl+End	To the end of the document
Ctrl+Page Up	To the beginning of the previous page
Ctrl+Page Down	To the beginning of the next page
Page Up	Up one screen
Page Down	Down one screen

## Select text

Before you can edit or format text, you need to select it. You can select any amount of text by dragging through it. You can select specific units of text as follows:

- To select a word, double-click it. The word and the space following it are selected. Punctuation following a word is not selected.
- To select a sentence, click anywhere in the sentence while holding down the Ctrl key. The first character in the sentence through the space following the ending punctuation mark are selected.
- To select a paragraph, triple-click it. The paragraph and paragraph mark are selected.

You can select adjacent words, lines, or paragraphs by positioning the cursor at the beginning of the text you want to select, holding down the Shift key, and then pressing an arrow key or clicking at the end of the text that you want to select.

To select non-adjacent blocks of text, select the first block, hold down the Ctrl key, and then select the next block.

To select a block of text quickly, you can use the selection area—the empty area to the left of the document's text column. When the pointer is in the selection area, it changes from an I-beam to a right-pointing arrow. From the selection area, you can select specific units of text as follows:

- To select a line, click in the selection area to the left of the line.
- To select a paragraph, double-click in the selection area to the left of the paragraph.
- To select an entire document, triple-click anywhere in the selection area.

To deselect text, click anywhere in the document window other than the selection area.

## Cut, copy, and paste content

Word offers several methods of cutting and copying content. After selecting the content, you can click buttons on the ribbon, use a keyboard shortcut, or right-click the selection and click commands on the shortcut menu. Cutting or copying content places it on the Microsoft Office Clipboard. You can paste content that is stored on the Clipboard into a document (or any Office file) by using commands from the ribbon, shortcut menu, or keyboard, or directly from the Clipboard.

Experienced users might find it fastest to use a keyboard shortcut. The main keyboard shortcuts for editing tasks are shown in the following table.

Task	Keyboard shortcut
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Repeat/Redo	Ctrl+Y

Exam Strategy When you paste content into a Word document, the Paste Options menu presents options for formatting the pasted content. Exam 77-725 does not include items that test your knowledge of the Paste Options menu.

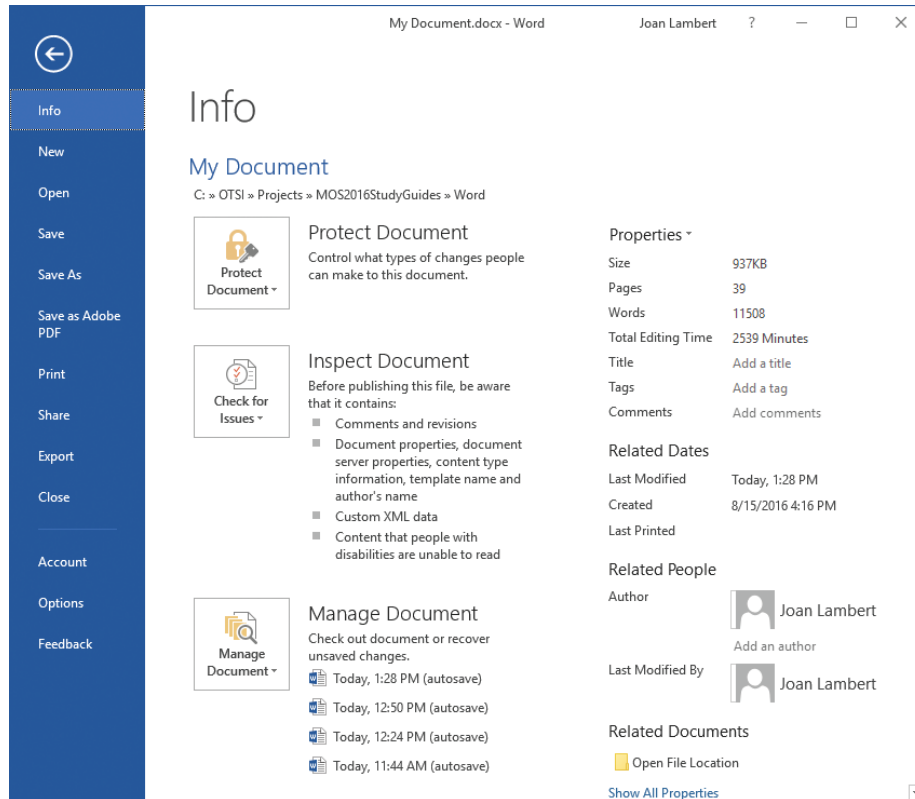
You can move or copy text by dragging it within the same document. To copy the selection instead of moving it, hold down the Ctrl key while you drag. The dragged text is not stored on the Clipboard, but the Paste Options list is available when you release the mouse button so that you can adjust the formatting of the moved or copied content.

See Also For information about managing the Clipboard and pasting content in alternative formats, see "Objective 2.1: Insert text and paragraphs."



## Access program commands and options

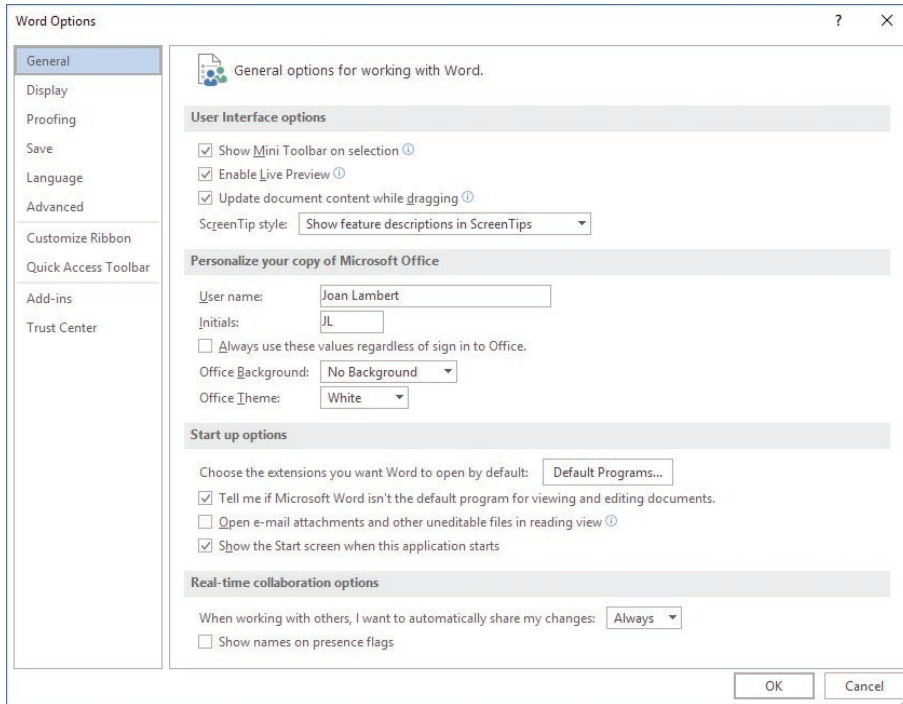
Commands for working with Word documents (rather than document content) are available from the Backstage view. You display the Backstage view by clicking the File tab on the ribbon.



*The Backstage view of a document displays information about the current document,*

The links in the left pane of the Backstage view provide access to 11 pages that contain information about the current document, commands for working with the document, or commands for working with Word. To display the Info, New, Open, Save As, History, Print, Share, Export, Account, Options, or Feedback page, click the page name in the left pane.

You manage many aspects of Word functionality from the Word Options dialog box, which you open by clicking Options in the left pane of the Backstage view.



*The Word Options dialog box*

The Word Options dialog box has 10 separate pages of commands, organized by function. To display the General, Display, Proofing, Save, Language, Advanced, Customize Ribbon, Customize Quick Access Toolbar, Add-ins, or Trust Center page of the Word Options dialog box, click the page name in the left pane.

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## Objective group 3

# Create tables and lists

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The skills tested in this section of the Microsoft Office Specialist exam for Microsoft Word 2016 relate to creating and modifying tables and lists. Specifically, the following objectives are associated with this set of skills:

- 3.1 Create tables
- 3.2 Modify tables
- 3.3 Create and modify lists

Some types of document content are easier to read when presented in a structured format; specifically, in a table or list. Tables are particularly useful for presenting numeric data, but also for organizing text. Numbered lists are an effective means of presenting information that has a specific order or for which you want to designate labels. Bulleted lists present unordered sets of information in a tidy format that is far more legible than running the information together in a long paragraph.

This chapter guides you in studying ways of creating, modifying, and formatting tables, bulleted lists, and numbered lists; and sorting table data.

---

To complete the practice tasks in this chapter, you need the practice files contained in the **MOSWord2016\Objective3** practice file folder. For more information, see “Download the practice files” in this book’s introduction.

# Objective 3.1: Create tables

Data sets, particularly of numeric data, can often be presented more clearly and efficiently in a table than in a paragraph of text. Tables present large amounts of data, or complex data, in a format that is easier to read and understand by structuring it in rows and columns, which often include headers to explain the purpose or meaning of the data.

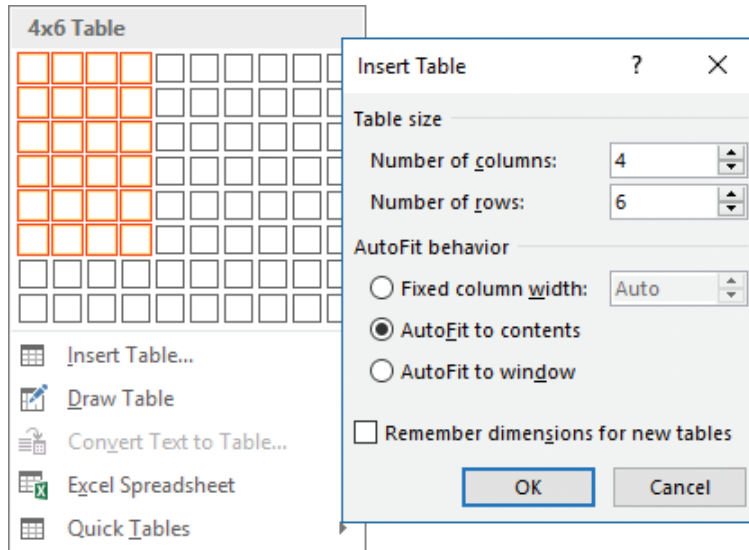
**Tip** When designing a table to meet accessibility standards, include row headers. For information about Word document accessibility, see “Objective 1.5: Print and save documents.”

You can create a table structure and then enter information in the table cells, you can convert existing text into a table, or you can copy and paste a table structure from another Microsoft Office file, such as an Excel worksheet, a PowerPoint slide, or an Access data table.

There are two simple methods for creating blank tables:

- The Insert Table menu displays a grid in which you select a range of cells—up to 10 columns wide and 8 rows high—to create a table of that size. When you create a table this way, each row is one line high and all the columns are of equal width.
- The Insert Table dialog box provides an interface in which you enter or select the number of rows and columns you want to create, and you can specify a fixed or relative column width.

Exam Strategy Exam 77-725 tracks the results you achieve, rather than the method you use to perform each task. In addition to the methods discussed in this topic, you can use the Draw Table feature to manually define table rows and columns on the document page; however, this isn’t a very efficient method of creating a table, and you will not be required to demonstrate it on the exam.



You can select AutoFit options when creating a table or any time thereafter

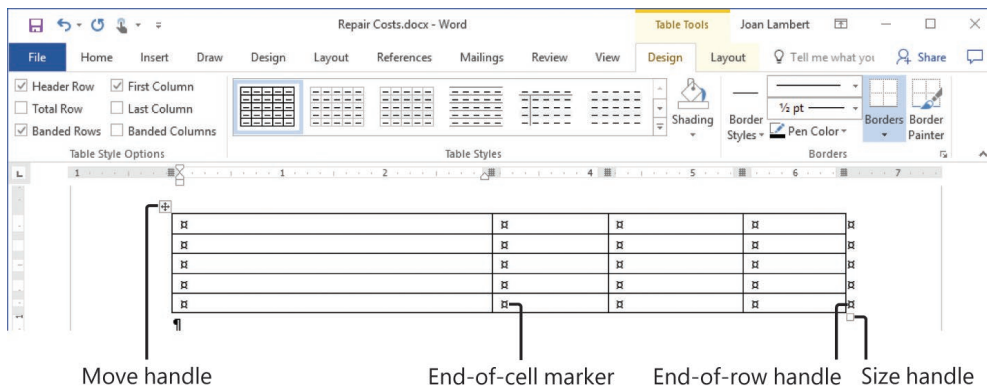
A table appears in the document as a set of cells, usually delineated by borders or gridlines. Each cell contains an end-of-cell marker, and each row ends with an end-of-row marker. These markers are visible only when hidden formatting marks are shown.

---

**Tip** Two separate elements in Word 2016 are named *gridlines*, and both can be used in association with tables. From the Show group on the View tab, you can display the *document gridlines* with which you can position content on the page. From the Table group on the Layout tool tab, you can display the *table gridlines* that define the cells of a table.

---

When you point to a table, a move handle appears in its upper-left corner and a size handle in its lower-right corner. When the cursor is in a table, two Table Tools tabs—Design and Layout—appear on the ribbon.

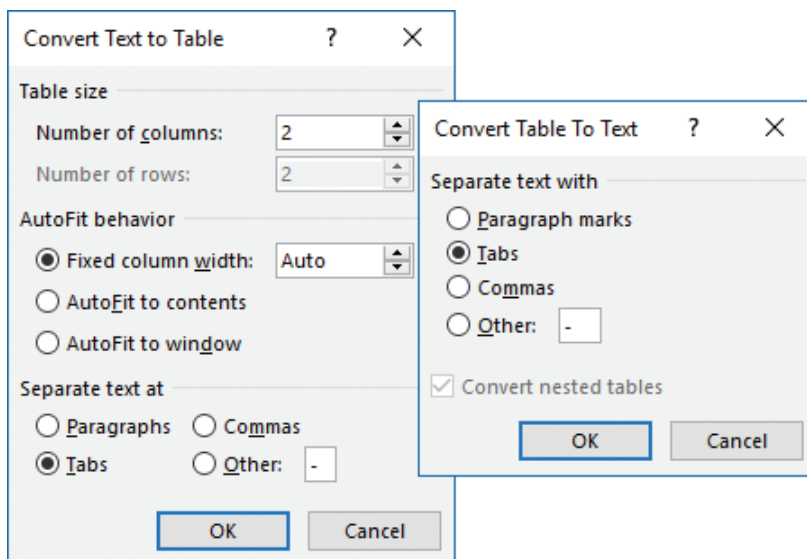


*End-of-cell and end-of-row markers are visible only when formatting marks are displayed*

**Tip** End-of-cell markers and end-of-row markers are identical in appearance, and are visible only when you display formatting marks in the document.

## Create tables from scratch or from text

Converting text to a table is particularly easy when the text has a consistent structure, such as that of a tabbed list. You can convert cell entries that are separated by tabs, commas, paragraph marks, or another single character. Similarly, you can convert any table to text that is separated by the same selection of characters.



*Consistent text separation is key when converting between text and tables*

When converting a table to text, the text separator that you choose affects the text layout.

A1	B1
A2	B2

Original table to be converted to text

A1  
B1  
A2  
B2

Converted to text with paragraph mark separators

A1      B1  
A2      B2

Tab separators

A1, B1  
A2, B2

Comma separators

A1-B1  
A2-B2

Hyphen separators

*The effects of the standard text separator options*

### To create a blank page-width table with columns of equal width

1. On the **Insert** tab, in the **Tables** group, click the **Table** button.
2. In the grid, move the pointer across and down to select the number of columns and rows you want, and then click the lower-right cell in the selection.

### To create a table and specify column fitting options

1. On the **Insert** tab, in the **Tables** group, click the **Table** button, and then click **Insert Table**.
2. In the **Insert Table** dialog box, in the **Table size** area, specify the number of columns and rows you want the table to include.
3. In the **AutoFit behavior** area, do one of the following, and then click **OK**:
  - To specify the width of the table columns, click **Fixed column width**, and then enter the width in the box.
  - To size the table columns to fit their contents, click **AutoFit to contents**. The width of the resulting table may be less than the width of the page.
  - To create a page-width table that is divided into columns of equal width, click **AutoFit to window**.



---

**See Also** After creating a table, it is common to change the size of one or more columns to fit your needs. For information about resizing columns, see “Objective 3.2: Modify tables.”

---

### To convert text to a table

1. Ensure that the text you want to convert uses a consistent method of separating the content that will go into the table cells.
2. Select the text that you want to convert.
3. On the **Insert** tab, in the **Tables** group, click the **Table** button, and then click **Convert Text to Table**.
4. In the **Convert Text to Table** dialog box, in the **Separate text at** section, click or enter the cell text separator. Word evaluates the selected text and indicates the number of rows and columns that will fit it.
5. In the **Table size** section, review the **Number of columns** entry against the selected content and adjust it as necessary.

---

**Tip** If the Number Of Columns or Number Of Rows setting doesn't seem correct, the selected text might not use consistent text separators.

---

6. Adjust the **Table size** and **AutoFit behavior** settings, select the type of text separator, and then click **OK**.

### To convert a table to text

1. Select or click anywhere in the table.
2. On the **Layout** tool tab, in the **Data** group, click **Convert to Text**.
3. In the **Convert Table To Text** dialog box, click the text separator you want to use, and then click **OK**:
  - To put each cell entry in its own paragraph, click **Paragraph marks**.
  - To put the cell entries from each row into one paragraph, do any of the following:
    - To create a tabbed list with the same number of columns as the table, click **Tabs**.
    - To put a comma and space between cell entries, click **Commas**.
    - To put any single character between cell entries, click **Other** and enter the character in the **Other** box.

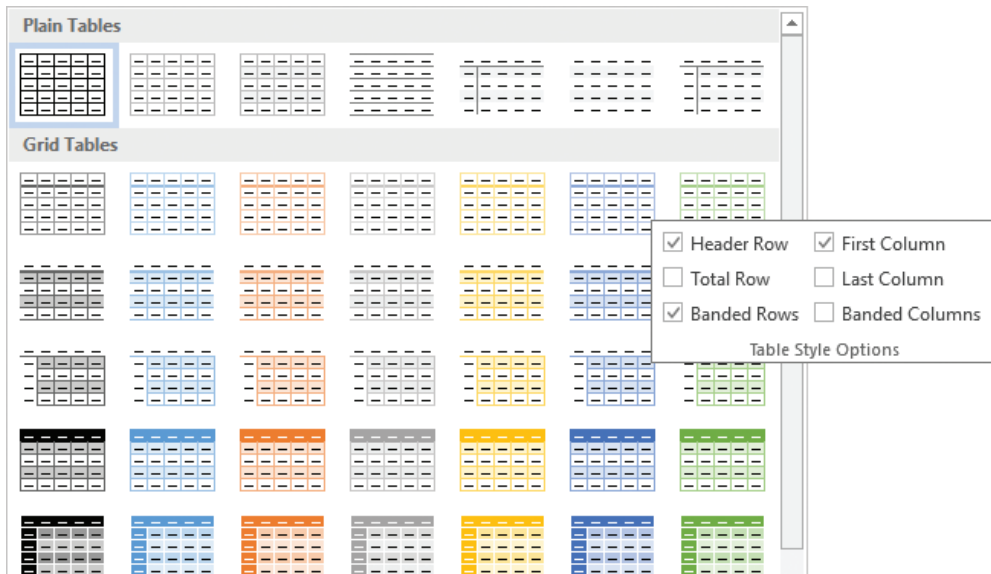
## Apply table styles

To quickly and professionally format a table, you can apply one of the built-in table styles. These include a variety of borders, shading choices, text colors, and other attributes to give the table a professional look. When formatting a table, you can choose the table elements that you want to emphasize, such as a header or total row or the first or last column, and you can format the table with banded columns or rows to make the contents more legible.

---

**Tip** When table cells aren't defined by borders or other formatting, you can display non-printing gridlines to more easily identify individual cells.

---



*Built-in table style colors are controlled by the theme colors*

### To apply a built-in table style

1. Click anywhere in the table you want to format.
2. On the **Design** tool tab, in the **Table Styles** gallery, click the built-in style you want to apply.

### To emphasize table elements

- On the **Design** tool tab, in the **Table Style Options** group, select the check boxes of the table elements you want to emphasize.

### To manually format table elements

- To shade cells, columns, or rows, select the element and then on the **Design** tool tab, in the **Table Styles** group, click the **Shading** arrow and select the color you want.
- To change the color or width of borders, on the **Design** tool tab, in the **Borders** group, select the border style, line style, line weight, and pen color you want, and then do either of the following:
  - On the **Borders** menu, click the border configuration that you want to insert with the selected settings.
  - Click the **Border Painter** button, and then click individual table borders to apply the selected settings.
- To remove selected cell borders, do either of the following:
  - Select one or more cells, rows, or columns from which you want to remove the borders. Then on the **Design** tool tab, in the **Borders** group, on the **Borders** menu, click **No Border**.
  - On the **Layout** tool tab, in the **Draw** group, click the **Eraser** button, and then click individual table borders to remove them. Click the **Eraser** button again, press **Esc**, or click away from the table to turn off the feature.

### To display or hide table gridlines

- On the **Layout** tool tab, in the **Table** group, click the **View Gridlines** button.

### To format text in tables

- Select the text and format it as you would regular text, by clicking buttons on the **Mini Toolbar** and in the **Font**, **Paragraph**, and **Quick Styles** groups on the **Home** tab.

## Objective 3.1 practice tasks

The practice file for these tasks is located in the **MOSWord2016\Objective3** practice file folder. The folder also contains a result file that you can use to check your work.

- Open the **Word\_3-1** document, and do the following:
  - In the *Consultation Request* section, convert the paragraphs that follow the heading into a page-width table with five equal-width columns.
  - In the *Mileage* section, convert the tabbed list into a table that has two columns and six rows. Ensure that each column exactly fits its contents.
  - Apply the *Grid Table 4 – Accent 1* built-in table style to the table. Configure the table style options to emphasize the header row and to have banded columns. (Clear all other check boxes.)
  - In the *Consultation* section, convert the table to a tabbed list.
  - In the blank paragraph below the *Estimate* heading, insert an empty table that is three columns wide and four rows high, with each column exactly 1.5" wide.
  - Apply the *List Table 5 Dark – Accent 1* built-in table style to the table, with the default table style options.
- Save the **Word\_3-1** document.
- Open the **Word\_3-1\_results** document. Check your work by comparing the open documents.
- Close the open documents.

## Objective 3.2: Modify tables

### Sort table data

You can sort the data within a table by the contents of one or more table columns. Word sorts only the data rows in your table, and not the header row or Total row (if your table includes either of these options).

*You can sort the data in a table by multiple columns*

### To activate a table for editing

→ Select or click anywhere in the table.

### To sort table data

1. Activate the table for editing.
2. On the **Layout** tool tab, in the **Data** group, click the **Sort** button. The Sort dialog box opens, with the table's column headers available in the Sort By and Then By lists. If headers aren't configured in the table style options, the list entries are (Column 1), (Column 2), and so on.
3. If your table includes headers and the Sort function didn't identify them as such, click **Header row** in the **My list has** section near the bottom of the dialog box to add the headers to the Sort By and Then By lists.

4. In the **Sort by** section, select the primary column by which you want to sort the content. Verify that the **Sort** function has correctly identified the **Type** and **Using** settings, and then click **Ascending** or **Descending** to specify the sort order.
5. If you want to perform a nested sort on additional criteria, repeat step 4 in one or both of the **Then by** sections.
6. In the **Sort** dialog box, click **OK**.

Exam Strategy Create a table that contains multiple columns and many rows of data and observe the effect of sorting the table by various columns, with and without a header row, to understand the sorting process.

## Modify table structure

You can modify a table's structure at any time. The basic ways to do so are as follows:

- Insert or delete rows or columns.
- Change the height or width of the table, columns, or rows.
- Modify the alignment and spacing within cells.
- Merge multiple cells into one cell or split one cell into multiple cells.

Merged cells      Wrapped text      Insert Column control

Floor	Room	Item	Repair type	Quantity	Cost (\$)
1	Kitchen	Refrigerator gasket	Replace	2	80
	Kitchen	Refrigerator water filter	Replace	1	30
	Kitchen	Pendant lights	Replace	3	150
	Kitchen	Range hood controls	Repair	1	25
	Kitchen	Oven	Repair	1	150
	Kitchen	Dishwasher hinge	Repair	1	60
	Kitchen	Dishwasher rinse aid cap	Replace	1	12
2	Bedroom #2	Carpet (stains & bleach)	Repair	1	50
	BR#2 bathroom	Shower rail	Replace	1	45
	Hall bathroom	Shower rail	Replace	1	45
	Master bedroom	Closet ceiling	Repair	1	25
	Media room	Carpet (stains)	Repair	1	25

*Inserting a column within an existing table structure*

This topic reviews methods you can use to accomplish these tasks.



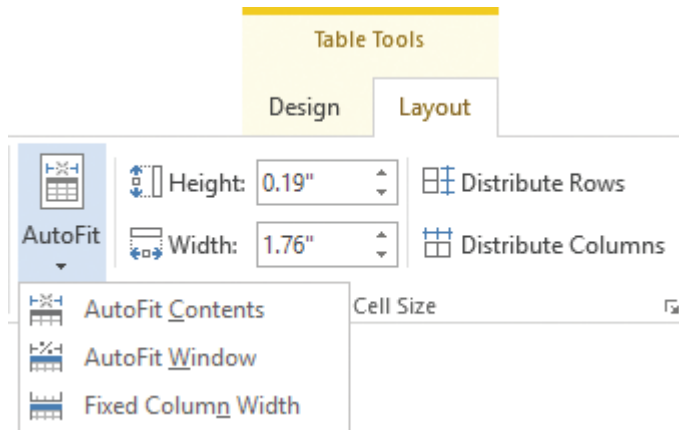
To delete a table, rows, or columns

1. Click anywhere in the table, row, or column you want to delete, or select the rows or columns you want to delete.
2. On the **Layout** tool tab, in the **Rows & Columns** group, on the **Delete** menu, click **Delete Rows**, **Delete Columns**, or **Delete Table**.

## Resize tables, rows, and columns

Some tables are the width of the page and others are narrower to fit their contents without leaving a lot of white space. You can change the dimensions of a table by changing the width of the columns or the height of the rows; you can also change the dimensions of the columns and rows by changing the width of the table.

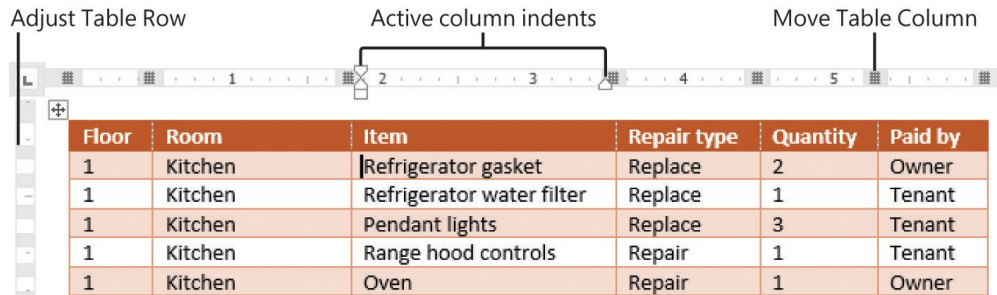
Table, row, and column size can be set in the document, on the ruler, or in the Table Properties dialog box. When working in the document, use the controls located in the Cell Size group on the Layout tool tab.



*Some of the many tools for adjusting the row height and column width*



When you display the ruler and activate a table, markers on the ruler indicate the table column and row dividers and the margin indents of the active column.



Activate any cell to display its dividers and indent markers on the rulers

See Also For information about the different types of indent markers, see "Objective 2.2: Format text and paragraphs."

## To open the Table Properties dialog box

→ Right-click anywhere in the table, and then click **Table Properties**.

Or

1. Click anywhere in the table or select any table element.
2. On the **Layout** tool tab, in the **Table** group, click the **Properties** button.

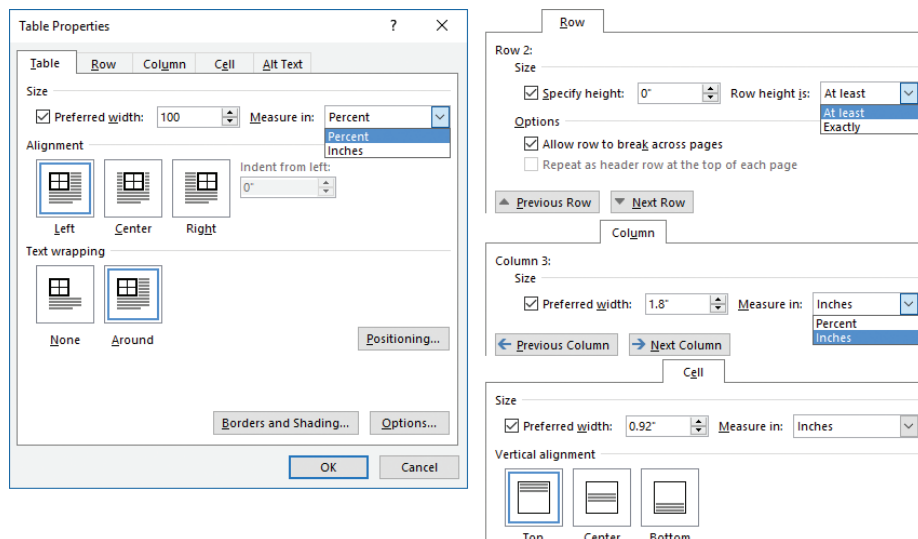


Table and column width can be set by percentage of the available space or in inches

### To modify table structure from the Table Properties dialog box

- On the **Table** tab, set the table width in inches or percentage of the page width.
- On the **Row** tab, set the height of the selected rows.
- On the **Column** tab, set the preferred width of the selected column or columns.
- On the **Cell** tab, set the width of selected cells.

### To select table elements

- Click anywhere in the table, column, row, or cell you want to select. On the **Layout** tool tab, in the **Table** group, on the **Select** menu, click **Select Cell**, **Select Column**, **Select Row**, or **Select Table**.
- To select a table, point to the table, and then click the move handle that appears outside its upper-left corner.
- To select a row, point to the left border of the row. When the pointer changes to a white, right-pointing arrow, click once.
- To select a column, point to the top border of the column. When the pointer changes to a black, down-pointing arrow, click once.
- To select a cell, triple-click the cell or click its left border.
- To select adjacent rows, columns, or cells, do either of the following:
  - Select the first row, column, or cell, hold down the **Shift** key, and then press the arrow keys.
  - Drag across the rows, columns, or cells that you want to select.
- To select non-adjacent rows, columns, or cells, select the first, hold down the **Ctrl** key, and then select the others.

### To change the size of a selected table

- Drag the size handle in the lower-right corner of the table. If you want to maintain the original aspect ratio of the table, hold down the **Shift** key while dragging the size handle.
- On the **Table** tab of the **Table Properties** dialog box, specify the table width in inches or percentage of the available page width, and then click **OK**.

---

**Tip** This book specifies measurements in inches. You can alternatively use your regional unit of measurement.

---

### To change the height of a selected row

- Drag the row's bottom border up or down.
- Drag the row's **Adjust Table Row** marker on the vertical ruler up or down.
- On the **Layout** tool tab, in the **Cell Size** group, change the **Table Row Height** setting.
- On the **Row** tab of the **Table Properties** dialog box, specify the exact or minimum row height, and then click **OK**.

---

**Tip** Setting a minimum row height enables the row height to increase when the height of cell content exceeds that measurement. You can set the row height in units such as pixels (px), but Word converts the measurement to inches when you save the changes.

---

- With multiple rows selected, click the **Distribute Rows** button in the **Cell Size** group on the **Layout** tool tab, or right-click the selection and then click **Distribute Rows Evenly**.

### To change the width of a selected column

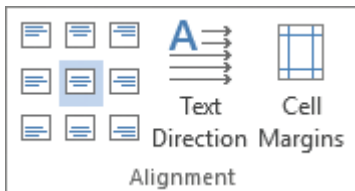
- Double-click the column's right border to set it to the narrowest width that fits its content.
- Drag the column's right border to the left or right.
- Drag the column's **Move Table Column** marker on the horizontal ruler to the left or right.
- On the **Layout** tool tab, in the **Cell Size** group, change the **Table Column Width** setting.
- On the **Column** tab of the **Table Properties** dialog box, specify the column width in inches or percentage of the table width, and then click **OK**.

### To change the width of multiple columns

- To equalize the width of contiguous columns, select the columns, and then do either of the following:
  - On the **Layout** tool tab, in the **Cell Size** group, click the **Distribute Columns** button.
  - Right-click the selection, and then click **Distribute Columns Evenly**.
- To relatively size all columns into a page-width table, activate the table, and then on the **Layout** tool tab, in the **Cell Size** group, click **AutoFit** and then **AutoFit Window**.
- To fit all columns in a table to their contents, select or click anywhere in the table, and then on the **Layout** tool tab, in the **Cell Size** group, click **AutoFit** and then **AutoFit Contents**.

### Configure cell alignment and spacing

You can specify the alignment of content within table cells not only horizontally—Left, Center, and Right—but also vertically—Top, Center, and Bottom. There are nine alignment combinations in all, available from the Design tool tab. They are visually identified in the Alignment group on the Layout tool tab.



*The alignment buttons are arranged and labeled to be easily identifiable*

---

**Tip** Many programs refer to the vertical alignment positions as Top, Middle, and Bottom. Word 2016 labels both the horizontal and vertical center-alignment positions as Center.

---

Each cell within a table has internal margins that define the amount of space within the cell that content can occupy. By default, cells have only left and right margins. You can also specify top and bottom margins if you want to ensure that content has a minimum amount of padding for readability.

Shift Employee Schedule				
		8:00-12:00	12:00-4:00	4:00-8:00
Monday	<b>Lead</b>	<b>Penny Lane</b>	<b>Rudy Tootie</b>	<b>Madeline Ski</b>
	Assistants	Steve Bucky	Tony	Thor
Tuesday	<b>Lead</b>	<b>Penny Lane</b>		
	Assistants	Natasha Clint		
Wednesday	<b>Lead</b>	<b>Penny Lane</b>		
	Assistants	Bernadette Amy		
Thursday	<b>Lead</b>	<b>Madeline Ski</b>		
	Assistants	Clint Bruce		
Friday	<b>Lead</b>	<b>Rudy Tootie</b>	<b>Tee Rinity</b>	<b>Joan L</b>
	Assistants	Clint Bruce	Natasha Penny	Steve Thor

Table Options ? X

Default cell margins

Top: 0" Left: 0.08"

Bottom: 0" Right: 0.08"

Default cell spacing

Allow spacing between cells 0.03"

Options

Automatically resize to fit contents

OK Cancel

*Cell margins and cell spacing affect the entire table*

---

**Tip** Cell margins affect the space available within the cell for content. Cell spacing makes the surrounding cells smaller.

---

### To configure internal and external table cell spacing

1. Activate the table.
2. On the **Layout** tool tab, in the **Alignment** group, click the **Cell Margins** button to open the Table Options dialog box.
3. In the **Table Options** dialog box, do any of the following, and then click **OK**.
  - In the **Default cell margins** section, enter or select the amount of space you want Word to leave clear of content inside of each cell.
  - In the **Default cell spacing** section, if you want to insert blank space between cells, select the **Allow spacing between cells** check box and then enter the cell spacing in the box.
  - In the **Options** section, if you want to prevent the cell size from changing with the content, clear the **Automatically resize to fit contents** check box.

## Merge and split cells

There are many circumstances in which you might want to merge the contents of two cells, either horizontally or vertically, or split one cell into multiple cells. Each of these operations changes the table from a simple grid to a more complex structure.

---

**IMPORTANT** Some operations (adding or removing columns or rows) aren't possible when part of a table has merged cells. If you need to modify a table and the operation you want to perform is restricted, revert the split or merged cells to their original form, perform the operation, and then repeat the split or merge process.

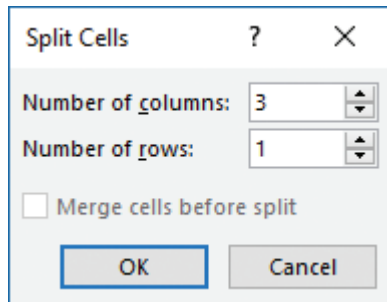
---

### To create cells that span multiple rows or columns

- Select the adjacent cells you want to connect. Then on the **Layout** tool tab, in the **Merge** group, click the **Merge Cells** button.

### To divide a selected cell into multiple cells

1. On the **Layout** tool tab, in the **Merge** group, click the **Split Cells** button.



*One cell can be split into up to 63 columns and 30 rows*

2. In the **Split Cells** dialog box, specify the number of columns and rows into which you want to divide the cell, and then click **OK**.

## Manage long tables

A table can run across multiple pages. When it does (or if it might), you can configure the table to display a copy of the header row at the top of each subsequent page. You can't select or modify the dynamic header row; any changes must be made in the actual table header. Repeating the header row helps readers of a document to more easily interpret data in multipage tables. It also allows assistive devices such as screen readers to correctly interpret the table contents.

In some cases, you might find that you want to manually split a large table into two or more tables, perhaps to move part of the data to another location in the document.

### To repeat the table header row on subsequent pages

1. Position the cursor in the table header row.
2. Do either of the following:
  - On the **Layout** tool tab, in the **Data** group, click the **Repeat Header Rows** button.
  - Open the **Table Properties** dialog box, display the **Row** tab, select the **Repeat as header row at the top of each page** check box, and then click **OK**.

---

**IMPORTANT** The Repeat Header Rows button and Repeat As Header Row option are active only when the cursor is in the header row.

---

### To split a table

1. Position the cursor anywhere in the row that you want to be the first row of the new table that Word creates when you split the original table.
2. On the **Layout** tool tab, in the **Merge** group, click the **Split Table** button.

The active row becomes the header row of the new table.

---

**Tip** If you intend to split the table in more places, do so before resetting the header so you can save time by copying the header only once and then pasting it to the new tables.

---

### To duplicate the original table header after splitting a table

1. Select and copy the original table header.
2. Position the cursor in the first cell of the new table, and then paste the copied header row.

## Objective 3.2 practice tasks

The practice file for these tasks is located in the **MOSWord2016\Objective3** practice file folder. The folder also contains a result file that you can use to check your work.

- Open the **Word\_3-2** document, and do the following:
  - In the *Customer List* section, delete the *ID* column from the table.
  - Perform a nested sort to sort the table in ascending order by *State*, then by *City*, and then by Last Name.
  - Delete all rows that contain contacts located in *Boston, MA*.
  - Add two blank columns to the right side of the table. In the header row, enter Date at the top of the first column and Time at the top of the second column.
  - Add a blank row to the top of the table. In the table style options, turn off the *Header Row* formatting.
  - In the blank row, merge the cells above the *Last Name, First Name, Address, City, and State* columns into one cell. Enter Customer in the merged cell.
  - In the same row, merge the cells above the *Date* and *Time* columns. Enter Appointment in the merged cell.
  - Select the top two rows of the table. Format the text as bold, and center the text horizontally and vertically within the cells.
  - Change the width of the table to 100 Percent of the page width.
  - Select the table rows that contain customer information. Set the height of the rows to 0.4" and the cell alignment to *Align Center Left*.
  - Scroll to page 2 of the document, which now contains several rows of the table. Configure the table to repeat the *Customer/Appointment* header row at the top of the second page.
- Save the **Word\_3-2** document.
- Open the **Word\_3-2\_results** document. Check your work by comparing the open documents. Then close the documents.

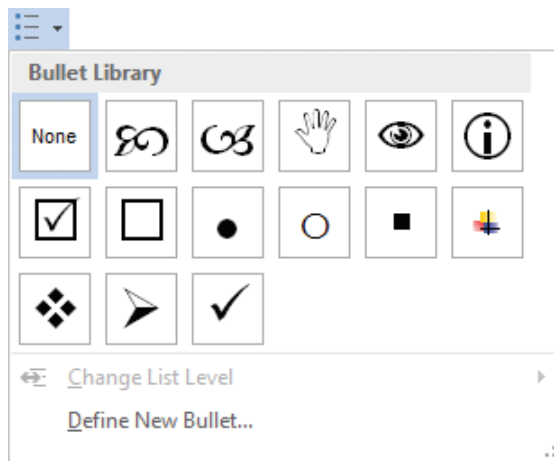




## Create and manage bulleted lists

### To create a bulleted list

1. Enter the list items as separate paragraphs, and then select the paragraphs.
2. On the **Home** tab, in the **Paragraph** group, do either of the following:
  - To use the standard bullet, click the **Bullets** button.
  - To select a bullet, click the **Bullets** arrow and then, in the **Bullet Library**, click the bullet symbol you want to display before each list item.



*The symbols in your Bullet Library include default symbols and those you've recently used in lists*

Or

1. Enter \* (an asterisk) at the beginning of a paragraph, press the **Spacebar** or the **Tab** key, enter the first list item, and then press **Enter**.
2. Enter items and press **Enter** to add subsequent bulleted items.
3. To end the list, do one of the following:
  - To start the next paragraph at the left margin, press **Enter** twice.
  - To indent the next paragraph at the same level as the list, press **Enter** and then press **Backspace** or click **None** in the Bullet Library.

---

**Tip** If you want to start a paragraph with an asterisk or number but don't want to format the paragraph as a bulleted or numbered list, click the AutoCorrect Options button that appears after Word changes the formatting, and then in the list, click the appropriate Undo option. You can also click the Undo button on the Quick Access Toolbar.

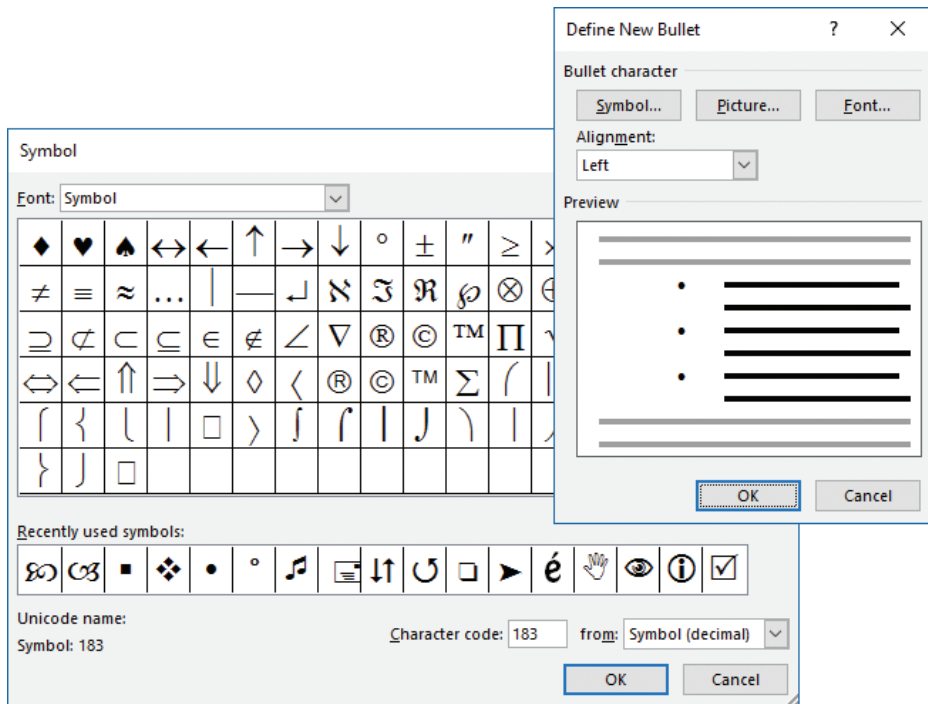
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### To change the bullet symbol of bulleted list items

1. Select the list items you want to change the symbol for, or, to change all items in a list, click anywhere in the list.
2. On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow, and then in the **Bullet Library**, click the symbol you want to use.

### To define custom bullets

1. On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow, and then click **Define New Bullet**.
2. In the **Define New Bullet** dialog box, do one of the following, and then click **OK** to add the bullet to the Bullet Library.
  - Click the **Symbol** button. In the **Symbol** dialog box, locate and click the bullet symbol you want to use, and then click **OK**.



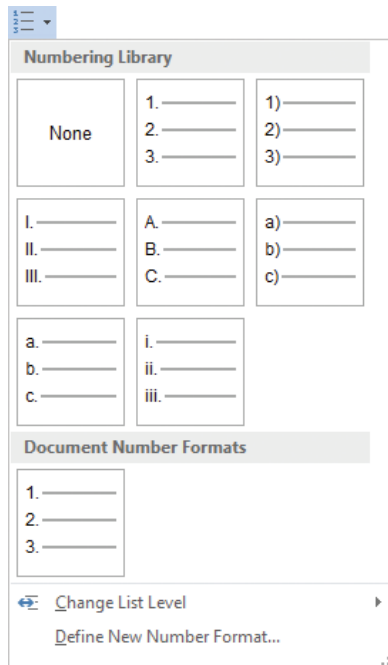
*Choose a symbol from the Symbol font or choose a different font in the Font list*

- Click the **Picture** button. In the **Insert Pictures** dialog box, locate and click the bullet graphic you want to use, and then click **OK**.
- To override the document font, click the **Font** button, select the font attributes you want in the **Font** dialog box, and then click **OK**.
- In the **Alignment** list, click **Left**, **Centered**, or **Right** to specify the bullet alignment.

## Create and manage numbered lists

### To create a numbered list

- Select the paragraphs you want to include in the list. On the **Home** tab, in the **Paragraph** group, do one of the following:
  - Click the **Numbering** button to apply the standard numbered list format.
  - Click the **Numbering** arrow and then click the numbering format you want the list to follow.



*The standard number formats include a mix of numbers and roman numerals*

Or

1. Enter **1.** (the number 1 followed by a period) at the beginning of a paragraph, press the **Spacebar** or the **Tab** key, enter the first list item, and then press **Enter**.
2. Enter items and press **Enter** to add subsequent numbered items.
3. To end the list, do one of the following:
  - To start the next paragraph at the left margin, press **Enter** twice.
  - To indent the next paragraph at the same level as the list, press **Enter** and then press **Backspace** or click **None** in the Numbering Library.

---

**Tip** The following procedure applies both to bulleted lists and to numbered lists.

---

### To change the level of an active list item

- Select the list item or items you want to change, and then do any of the following:
- Press **Tab** to demote the items or **Shift+Tab** to promote the items.
  - On the **Home** tab, in the **Paragraph** group, click the **Increase Indent** button to demote the items or the **Decrease Indent** button to promote the items.
  - On the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow or the **Numbers** arrow, click **Change List Level**, and then in the **Change List Level** gallery, click the level you want.

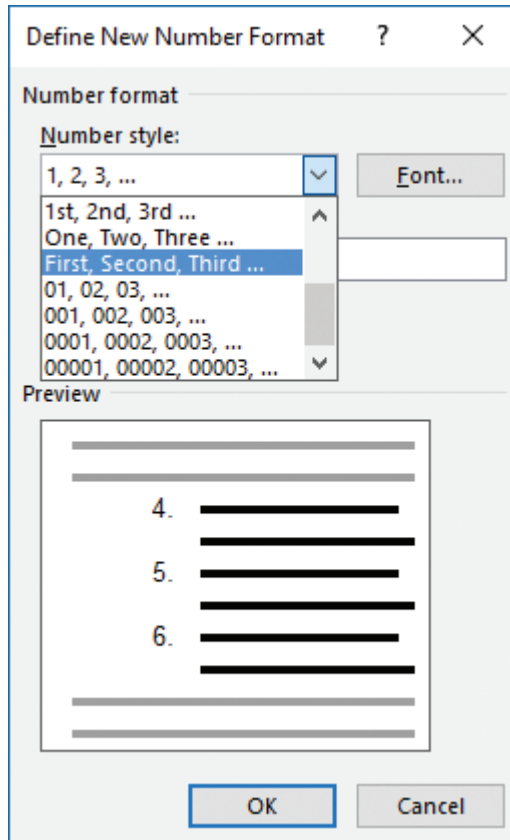
### To change the number format of numbered list items

1. Select the list items you want to format, or, to format all items in a list, click anywhere in the list.
2. On the **Home** tab, in the **Paragraph** group, click the **Numbering** arrow, and then click the number pattern you want to use.

### To define a custom number format

1. On the **Home** tab, in the **Paragraph** group, click the **Numbering** arrow, and then click **Define New Number Format**.

2. In the **Define New Number Format** dialog box, do any of the following, and then click **OK** to add the number format to the **Numbering Library** area of the **Numbering** menu:
  - In the **Number style** list, click the numbering style you want to use.



*Specify the numbering style and any unchanging characters you want to display before or after the number*

- If you want to override the document font, click the **Font** button, select the font attributes you want in the **Font** dialog box, and then click **OK**.
- In the **Number format** box, enter any characters (such as a period or the word *Level*) that you want to insert before or after the number.
- In the **Alignment** list, click **Left**, **Centered**, or **Right** to specify the number alignment.

### To restart the numbering of a numbered list

- Right-click the number of the first list item you want to change, and then click **Restart at 1**.

Or

1. Position the cursor in the list item from which you want to restart. (Subsequent list items will renumber to follow the value you set.)
2. On the **Numbering** menu, click **Set Numbering Value**.
3. In the **Set Numbering Value** dialog box, click **Start new list**, and then click **OK**.

### To continue the numbering of a numbered list

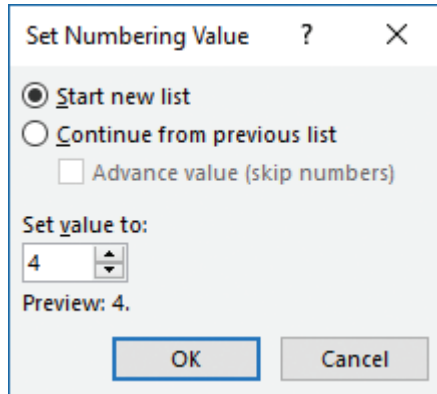
- Right-click the number of the first list item you want to change, and then click **Continue Numbering**.

Or

1. Position the cursor in the first list item you want to change.
2. On the **Numbering** menu, click **Set Numbering Value**.
3. In the **Set Numbering Value** dialog box, click **Continue from previous list**.
4. If you want to skip over numbered lists that are between the original list and the continuation, select the **Advance value** check box and then, in the **Set value to** box, enter the number you want to assign to the list item.
5. In the **Set Numbering Value** dialog box, click **OK**.

### To set the starting value for all or part of a numbered list

1. Right-click the number of the first list item you want to change, and then click **Set Numbering Value**.



*You can specify a list item number at the beginning of or within a list; the following items continue from the custom value*

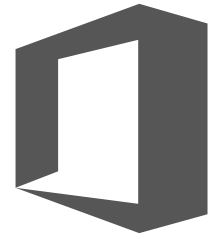
2. In the **Set Numbering Value** dialog box, in the **Set value to** box, enter or select the number you want to assign to the list item. Then click **OK**.



## Objective 3.3 practice tasks

The practice file for these tasks is located in the **MOSWord2016\Objective3** practice file folder. The folder also contains a result file that you can use to check your work.

- In the **Word 3-3** document, do the following:
  - In the *Characters of a Hit Fantasy* section, format the four paragraphs as a bulleted list that uses the standard bullet character (•).
  - In the sections titled *The Hero* and *The Teacher*, format the paragraphs as bulleted lists that uses a custom bullet symbol of your choice from the Wingdings font.
  - In the *Plot Elements of a Hit Fantasy* section, format the three paragraphs as a bulleted list that uses the four-diamond character (❖).
- In the section titled *The Sequence of Events*, do the following:
  - Format the four paragraphs below the heading as a numbered list that uses the A. B. C. number format.
  - Paste a copy of the list into the last blank paragraph of the document, and restart the list numbering. Change the number format of the second list to the 1) 2) 3) format.
  - Immediately below the second list, paste another copy of the list, and change it to a second-level list.
  - Change the second-level list to a bulleted list that uses the square bullet character (■).
- Save the **Word\_3-3** document.
- Open the **Word\_3-3\_results** document. Check your work by comparing the open documents.
- Close the open documents.



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