

ExamLabs

**Word 2016: Core Document Creation,
Collaboration and Communication
Study Guide
Exam 77-725**

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Exam 77-725. Microsoft Word 2016



Microsoft Office Specialist

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.

Prerequisites

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.

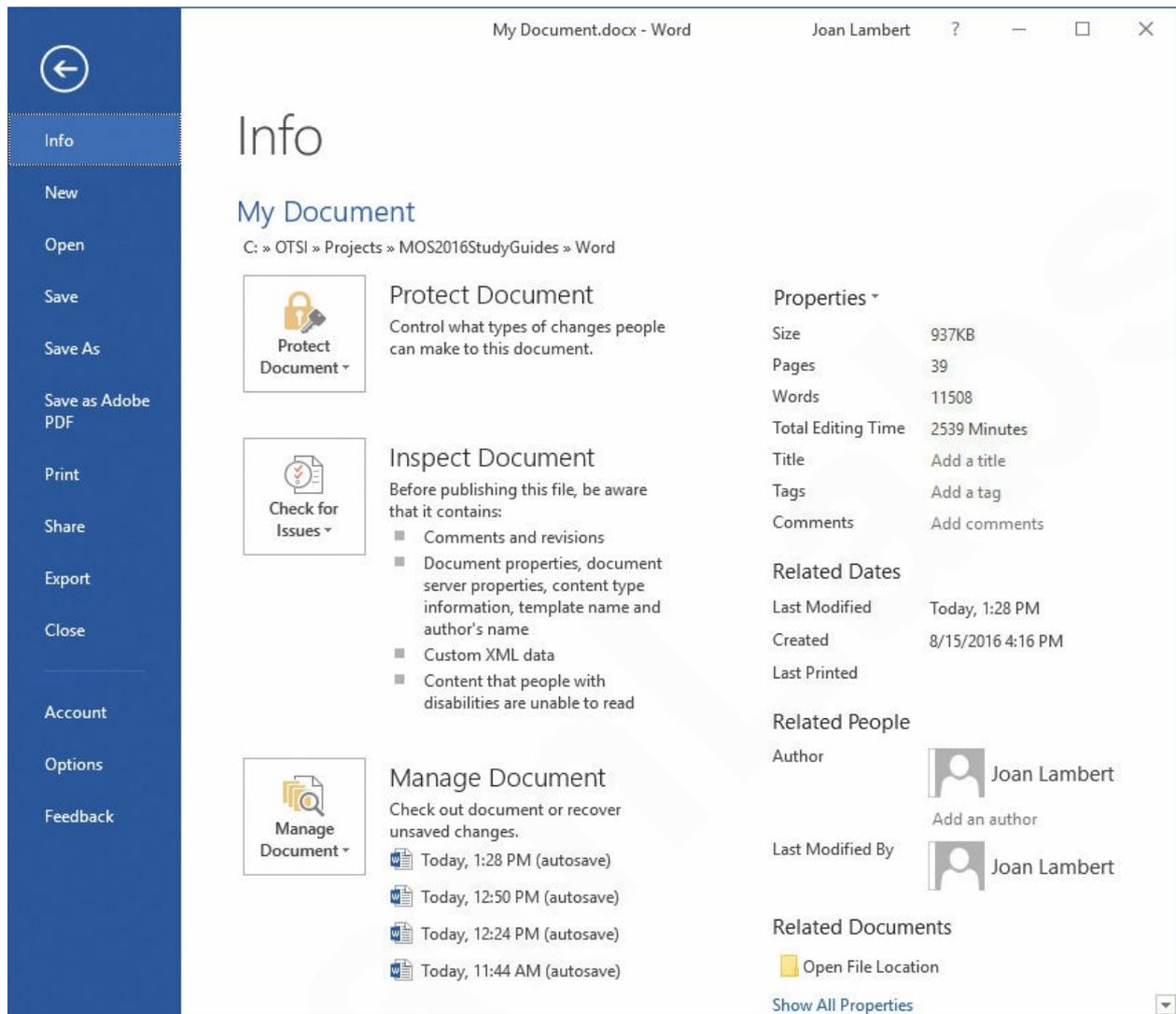
See Also

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

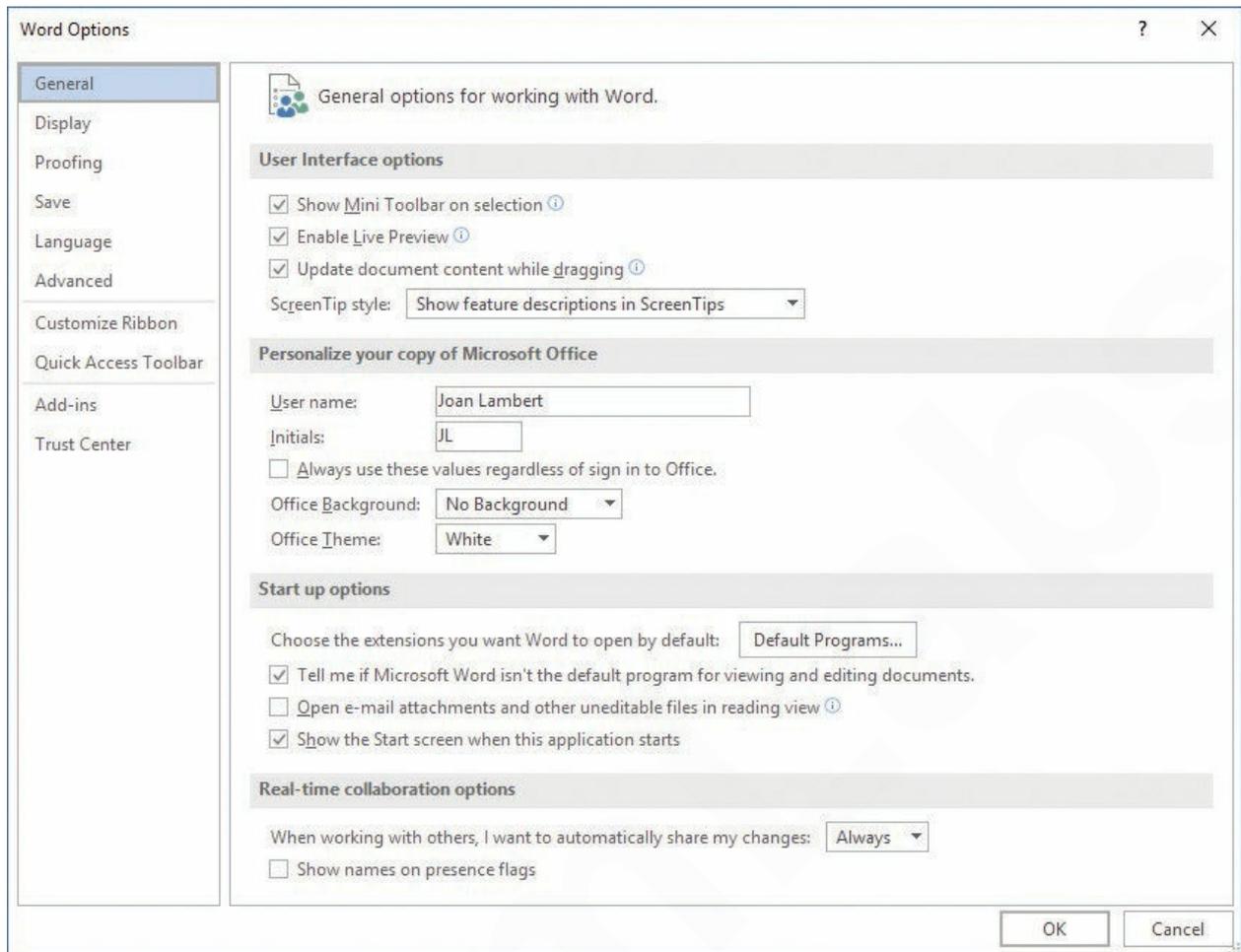
view by clicking the File tab on the ribbon.



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.