**Things to Know for Word Test – final**

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|  | **Task** | **List what tab, group & button to find it. (If necessary, include any additional steps)** |
|  | Changing Document Properties |  |
|  | Changing Auto Save option |  |
|  | Embed fonts in the file |  |
|  | Header & Footer, page numbers – inserting Document Properties |  |
|  | Formatting text (font, color, bold, underline, italic, strikethrough, text effects, highlight, small caps, Change case) |  |
|  | How to access Dialog boxes |  |
|  | Alignment |  |
|  | Bullets & Numbering (including custom bullets) |  |
|  | Page Borders and Shading |  |
|  | Format Painter |  |
|  | Cut, Copy & Paste |  |
|  | Insert Symbol |  |
|  | Line Spacing (regular AND “spacing before” and “spacing after”) |  |
|  | Design Styles (Home Tab) |  |
|  | Design Themes & colors – Design Tab |  |
|  | Margins |  |
|  | Indents (left, right, hanging & first line)…dialog box & on ruler |  |
|  | Where to turn on your ruler |  |
|  | Tabs – setting, leaders, modifying…dialog box & on ruler |  |
|  | Tables – creating, merging cells, changing styles, cell alignment & direction  Inserting rows, columns, resizing, distribute rows/columns |  |
|  | Sort a column on a table |  |
|  | Converting tables to text, Converting text to table |  |
|  | Find & Replace |  |
|  | Thesaurus |  |
|  | Spell Check |  |
|  | Insert Picture, Sizing |  |
|  | Text wrapping |  |
|  | Positioning of Pictures/Objects |  |
|  | Insert End Note, Footnote |  |
|  | Insert Bookmark |  |
|  | Change Page Orientation |  |
|  | Create breaks (section, column, page) |  |
|  | Insert citations |  |
|  | Insert Smart art, Word Art  (MOS test says to convert, but you can’t. You have to copy & paste it in to a Smart Art) |  |
|  | Create columns |  |
|  | Modify Styles (like Heading 1, Heading 2, etc.) – specifically spacing after |  |
|  | Watermark |  |
|  | Insert Object – Text from File |  |