

Word 2016: Core Document Creation, Collaboration and Communication

- Create a document
 - Create a blank document, create a blank document using a template, open a PDF in Word for editing, insert text from a file or external source
- Navigate through a document
 - Search for text, insert hyperlinks, create bookmarks, move to a specific location or object in a document
- Format a document
 - Modify page setup, apply document themes, apply document style sets, insert headers and footers, insert page numbers, format page background elements
- Customize options and views for documents
 - Change document views, customize views by using zoom settings, customize the Quick Access Toolbar, split the window, add document properties, show or hide formatting symbols
- Print and save documents
 - Modify print settings, save documents in alternative file formats, print all or part of a document, inspect a document for hidden properties or personal information, inspect a document for accessibility issues, inspect a document for compatibility issues
- Insert text and paragraphs
 - Find and replace text; cut, copy, and paste text; replace text by using AutoCorrect; insert special characters
- Format text and paragraphs
 - Apply font formatting, apply formatting by using Format Painter, set line and paragraph spacing and indentation, clear formatting, apply a text highlight color to text selections, apply built-in styles to text, change text to WordArt
- Order and group text and paragraphs
 - Format text in multiple columns; insert page, section, or column breaks; change page setup options for a section
- Create a table
 - Convert text to tables, convert tables to text, create a table by specifying rows and columns, apply table styles
- Modify a table
 - Sort table data; configure cell margins and spacing; merge and split cells; resize tables, rows, and columns; split tables; configure a repeating row header

- Create and modify a list
 - Create a numbered or bulleted list, change bullet characters or number formats for a list level, define a custom bullet character or number format, increase or decrease list levels, restart or continue list numbering, set starting number value
 - Create and manage reference markers
 - Insert footnotes and endnotes, modify footnote and endnote properties, create bibliography citation sources, modify bibliography citation sources, insert citations for bibliographies, insert figure and table captions, modify caption properties
 - Create and manage simple references
 - Insert a standard table of contents, update a table of contents, insert a cover page
 - Insert graphic elements
 - Insert shapes, insert pictures, insert a screen shot or screen clipping, insert text boxes
 - Format graphic elements
 - Apply artistic effects, apply picture effects, remove picture backgrounds, format objects, apply a picture style, wrap text around objects, position objects, add alternative text to objects for accessibility
 - Insert and format SmartArt graphics
 - Create a SmartArt graphic, format a SmartArt graphic, modify SmartArt graphic content