Review for Certification Test

Skills you need to know how to do:

File Tab:

* Adding Information to Properties
  + Choose Show Document Panel and update specific Property
* Updating Options – Most likely under Save
  + Choose auto recovery and hi time change
  + Embed fonts in file is at the bottom, click the box

Home Tab:

* Adding a page border to a document
  + Choose border button in paragraph group or page borders in page background group (design tab)
    - Make sure you choose either paragraph or page, whichever one is asked for
    - Check the style, None, Box, Shadow, 3D, etc.
* Inserting bulleted lists
  + Highlight text that needs to be added to a list
  + If asked for number or multilevel list, check to make sure you choose correct one
    - To move information to level two, you need to tab over
  + If inserting a picture as a bullet, click on arrow next to bullets, define new bullet, picture, the picture from the file, ok
    - If you need to change indention of picture bullet, click on bullet (should highlight), right click with you mouse and look for adjust list indents
* Applying Styles to certain part of a document
  + If you need to apply a style to certain headings, highlight first heading, hold control button down and select the other headings, then choose instructed style
  + If you need to modify a style, choose Dialogue Box Launcher in styles group, click on the button to the left of Options (bottom of menu bar), choose modify, choose format (bottom left), Paragraph, then change the information needed

Insert Tab:

* **Page Breaks**, add where instructed
* Table
  + Under the table group, covert text to table, follow instructions on how to format the table
* If table already exists
  + To convert table to text, click on table, go to layout and choose table to text
  + To add caption, click on table to highlight, right click highlighted table, choose insert caption and follow instructions
  + To change style, choose design and follow instructions
  + To merge rows, highlight row, under layout click on merge cells
* Shapes – choose correct one
* SmartArt
  + Choose correct SmartArt and place in document
  + Click arrow on left hand side of the SmartArt to add text
  + Cut and Paste text at appropriate level within the Smart Art
  + To change size, click on SmartArt, then choose Smart Tools Format on the ribbon, the change in size options are on the right side of the ribbon
  + Other formatting options are also located on the formatting tab
  + If you need to change style or color, choose Smart Tools Design Tab
* Hyperlink – make sure you have correctly selected Existing File or Webpage or Place in this Document buttons on left of dialogue box
  + Once you are in correct place follow instruction
* Bookmark – follow instructions
* Header – Make sure you choose right one
* Footer – Make sure you choose right one
* Page Number – if the footer or header mentions number in description, this is where you go
* Text Box – Make sure you choose the right one, look below textbox to find name
  + If you are inserting text already in the document, highlight the text, holding your mouse button down drag the text into the text box
  + To insert Wrap Text options make sure textbox is highlighted, the layout options button will appear on top right, choose the correct Wrap Text
  + To place textbox in document, choose see more at the bottom of the layout options box, and following instructions
* Drop Cap, highlight the line and follow instructions after you choose Drop Cap
* **Inserting text into a document from another document – Under object in the text group, click the drop down arrow and select text from file – this will provide you a list of texts you can insert into the document**

**Design Tab:**

* Fonts – You may be asked to change font for the document – choose fonts and find the one to change

**Pay Layout Tab:**

* Margins – to customize margins click on margins button, go down to customize and insert correct dimension
* Orientation – if asked for a single page to change, highlight page and choose correct orientation
* Columns – Highlight area and choose columns, most likely going to add a second column, just choose 2 columns
* Breaks – if asked for breaks other than page break, click on drop down arrow and select correct one

Reference Tab:

* Insert Footnote – locate in document and click on insert footnote
* Insert Caption – You can use this button or highlight image, graph, table and right click with mouse – follow instructions on information that needs to be added to label

View Tab:

* You may need to insert a ruler, choose view tab and click in box next to ruler
* Zoom – click on zoom button and either zoom in or zoom out based on instructions