



Word 2016 Test Topics		
BEGINNER	INTERMEDIATE	ADVANCED
Insert a symbol	Copy Text	Compare documents
Undo an action	Correct a misspelled word	Modify the Document properties
Delete text	Insert a symbol	Reorganize a document in the Navigation Pane
Highlight text	Compare documents	Use Paste Options
Correct a misspelled word	Replace text	Combine documents
Cut text	Find Text	Save as PDF
Create a bulleted list from existing text	Paste Text	Insert a built-in field
Copy text	Create a bulleted list from existing text	Format Text as Columns
Paste text	Open a OneDrive Document	Create an Index
Close a document	Exit Word	Change the theme
Save a Document	Create a new document from a template	Add a line between columns
Create a new blank document	Open an existing document	Create a Quick Style
Create a new document from a template	Protect a form	Add a Table of Contents
Open an existing document	Align Shapes	Create a hanging indent
Exit Word	Change the font	Insert a section break
Start Word	Change text Case	Create a screen tip for a hyperlink
Change the font size	Change line spacing	Adjust character spacing
Change document margins	Set custom margins	Remove Metadata from file
Set custom margins	Create a document header	Change the paper size
Change the font	Italicized text	Create alternating odd/even footers
Change the font color	Format Text as Columns	Link header to previous section
Change line spacing	Right-align a paragraph	Use the Go To feature
Center a paragraph	Display the ruler	Print 2 copies of a page
Italicize text	Apply Style	Print a selection
Right-align a paragraph	Set a tab stop	Apply a Table Style
Print a document	Print a document	Compress document pictures
Insert clip art	Add a page border	Add a watermark to a document page
Rotate Shape	Create a table	Mark document as read only
Create a table	Fill Color	Add bookmark to document
Zoom	Repeat a table header row across pages	Change picture brightness and contrast
	Insert Chart	Recolor a picture
	Rotate Shape	Search Help
	Wrap text around a graphic	Show all comments
	Insert Smart Art	Display Mail Merge Manager
	Search Help	Accept all changes in a document
	Start Mail Merge	
	Zoom	