



Word Test Guide

Description	Tab	Group	Action	Notes
Apply expanded or condensed font	Home	Font	Dialog Box/Advanced tab	Character spacing group
Change the distance of the footer/header	Insert	Header & Footer	Click header and then Edit Header	Close out of header when finished
Auto recovery location	File	Options/Save	Find Auto recovery File Location	Browse Button to the location
Insert a column with a fixed width	Insert	tables	Insert Tables	Fixed
Custom Watermark	Page Layout	Page Background	Watermark	
Display comments from only one reviewer	Review	Tracking	Show Markup	Reviewers
Insert table with a set cell width	Insert	Tables	Insert table option at the bottom	Select the dimensions and the cells columns and rows
Check Spelling as you type option	BS/File	Option/	Select the identified box	
Auto Correct Options	File/BS View	Options/Proofing/Autocorrect box		
Define a new bullet	Home	 Paragraph/Bullet Button	φ Define New bullet	 locate
Promote/demote the level of bullets	Select data	Select bullet button	Change list level	<ul style="list-style-type: none"> • China <ul style="list-style-type: none"> ○ Purified ○ Salt ○ Hydrated
Convert Table to text	Table selected/table tools/Layout	Data	Convert to text	Select the symbol that will separate the tabled items
Convert text to table	Section selected/insert	Tables/tables button	Convert text to table button	
Find and replace the word <i>the</i> with the bolded word Minnesota	Home	Editing	Dropdown-Advanced find	More/Format/Font/Feature described
Position the picture relative to the right margin(insert a picture and make sure it is surrounded by text) Select picture	Picture Tools Layout	Arrange	Position	More position options/ Position tab/ find the relative positioning and match to a certain criteria.
Indent first line by only .03	Home	Paragraph-Dialog Box	Indentation	special

		launcher		
Split the document directly above the third paragraph	View	Window	Split	
Restrict the file without editing	Review	Protect	Restrict=#2	
Prevent paragraph breaks	Home	Paragraph-dialog box launcher	Lines and page breaks	Keep lines together
Save document as a blog post without publishing the document as a blog	File	Save and Send	Publish as Blog Post	Select Button
Apply a theme to a document	Page Layout	Themes	Themes Drop down	
Text wrapping	Page Layout	Arrange	Wrap Text	
Save document as a PDF or a Word Template	File	Save As	Save as type	.docx (word) or .pdf
Hyperlink to a location in the document/to a web page	Insert	Links	Hyperlink	Link to... (as can right click on text)
Add a comment to a certain section	Review	Comments	New Comment	
View documents Side-by-side	View	Window	View Side by side	
Rotate the picture 120 degrees	Format	Arrange	Rotation	More rotation options
Add a border to the document and have it be measured from the text	Page Layout	Page Background	Page Borders	Options/Measure from/text
Triple click a text and bring it back one space				
Create a custom table of contents and display levels 1 and 3 only with a fancy style applied and a dot or hyphen leader applied	References	Table of Contents	Table of Contents drop down / Insert	Change levels and leader lines
Add a bibliography	References	Citations & Bibliography	Bibliography drop down/Insert	
Mail Merge	Mailings	Start Mail Merge	Start Mail Merge drop down/Mail Merge Wizard	Follow step by step instructions
Add a puzzle/cubicle odd page header/footer				
Open a sample template, save as myevent, and change the title to NS Hawks	File	New	Sample Templates	File/Save As...
Apply a gradient fill text effect with a double strikethrough to a text	File	Font Dialog Box	Effects Text Effects button	
Quick Parts	Insert	Text	Document-Orange top Blue Bottom	