

**Reviewing the 2016 Word Interface**

- Using the Interface
- Using the Office Button
- Using the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Using Ribbons & Tabs
- Using Dialog Box Launchers
- Using Program & Contextual Tabs
- Using Live Preview
- Exiting Word

**Aligning Text with Tabs**

- Using Tab Stops
- Setting Tab Stops
- Deleting & Moving Tab Stops
- Clearing All Tabs
- Creating a Leader Tab
- Creating a Bar Tab

**Numbered & Bulleted Lists**

- Typing a Numbered or Bulleted List
- Adding Numbers or Bullets to Text
- Adding & Deleting an Item
- Removing Numbers or Bullets from Text
- Changing a Bullet or Number Style

**Managing Headers & Footers**

- Creating Headers/Footers using the Galleries
- Inserting Page Numbers using the Gallery
- Inserting the Current Date
- Creating a First Page Header/Footer
- Alternating Odd & Even Headers/Footers
- Setting the Starting Page Number

**Formatting with Page & Section Breaks**

- Working with Section Breaks
- Inserting a Next Page Break
- Formatting a Section
- Inserting a Continuous Break
- Inserting an Odd/Even Page Break
- Removing a Section Break
- Inserting Automatic Section Breaks
- Modifying a Section Break

**Inserting Dates, Times & Symbols**

- Inserting the Date & Time
- Inserting Symbols
- Inserting Special Characters

**Working with AutoFormat**

- Using AutoFormat as You Type
- Changing AutoFormat Options

**Using AutoCorrect for Quick Text Entry**

- Setting AutoCorrect Options
- Using the AutoCorrect Options Button
- Creating AutoCorrect Exceptions
- Creating an AutoCorrect Entry
- Creating a Formatted AutoCorrect Entry
- Deleting an AutoCorrect Entry

**Efficient Editing with Find & Replace**

- Using Find
- Using the Find Options
- Finding Special Characters
- Finding a Format
- Using Replace

**Creating & Navigating a Table**

- Creating & Navigating a Table
- Entering Text into a Table
- Inserting Blank Lines above the Table
- Using Table Styles
- Hiding & Showing Gridlines
- Using the Draw Table Feature
- Converting Text into a Table
- Inserting Quick Tables

**Modifying & Formatting Tables**

- Selecting the Entire Table
- Selecting Table Components
- Inserting/Deleting Rows & Columns
- Merging & Splitting Cells
- Aligning & Rotating Table Text
- Changing Column Width & Row Height
- Distributing Rows & Columns Evenly
- Setting Table Properties
- Converting a Table into Text
- Creating a Table Heading

**Using Borders & Colors to Format Tables**

- Using Borders & Shading
- Adding Borders & Shading to Text
- Adding Borders to a Table
- Removing Borders from a Table
- Adding Borders to a Page
- Adding & Removing Shading