



Word 365 Test Topics

Word 365 Test Topics		
BEGINNER	INTERMEDIATE	ADVANCED
Correct Spelling	Find Text	Compare Documents
Insert Symbol	Replace Text	Modify Document Properties
Copy Text	Correct Spelling	Reorganize in Navigation Pane
Create a Bulleted List	Insert Symbol	Use Paste Options
Paste List	Copy Text	Combine Documents
Delete Text	Create a Bulleted List	Save as PDF
Highlight Text	Compare Documents	Insert Field
Undo	Paste Text	Format Text as Columns
Cut Text	Open Document	Create Theme
Open Document	Exit Word	Add Line Between Columns
Exit Word	Create New Document from a Template	Create Quick Style
Create New Document from a Template	Open a OneDrive Document	Create Table of Contents
Save a Document	Protect a form	Create Hanging Indent
Start Word	Format Text as Columns	Section Break
Italicized Text	Italicize Text	Hyperlink Screen Tip
Font	Font	Adjust Character Spacing
Right –align Paragraph	Set a tab stop	Remove Metadata
Change Line Spacing	Right-align Paragraph	Paper Size
Set Custom Margins	Display the ruler	Alternating Footers
Change Margins	Change text Case	Link Header to Previous Section
Change the font size	Change Line Spacing	Go To
Center Paragraph	Set Custom Margins	Print 2 Copies
Change the font color	Create a document header	Print Selection
Print Document	Align Shapes	Apply Table Style
Create Table	Apply Style	Compress Pictures
Rotate Shape	Print Document	Add Watermark
Insert clip art	Wrap text around a graphic	Mark as Read Only
Zoom	Create Table	Add Bookmark
	Add a page border	Picture Brightness and Contrast
	Fill Color	Recolor Picture
	Rotate Shape	Search Help
	Repeat a table header row across pages	Show All Comments
	Insert Chart	Display Mail Merge Manager
	Insert Smart Art	Accept All Changes
	Search Help	
	Zoom	
	Start Mail Merge	

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 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 alternate odd/even footer
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 watermark to document pg
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	