



## Word 2016 Test Topics

BEGINNER	INTERMEDIATE
Insert a symbol	Copy Text
Undo an action	Correct a misspelled word
Delete text	Insert a symbol
Highlight text	Compare documents
Correct a misspelled word	Replace text
Cut text	Find Text
Create a bulleted list from existing text	Paste Text
Copy text	Create a bulleted list from existing text
Paste text	Open a OneDrive Document
Close a document	Exit Word
Save a Document	Create a new document from a template
Create a new blank document	Open an existing document
Create a new document from a template	Protect a form
Open an existing document	Align Shapes
Exit Word	Change the font
Start Word	Change text Case
Change the font size	Change line spacing
Change document margins	Set custom margins
Set custom margins	Create a document header
Change the font	Italicized text
Change the font color	Format Text as Columns
Change line spacing	Right-align a paragraph
Center a paragraph	Display the ruler
Italicize text	Apply Style
Right-align a paragraph	Set a tab stop
Print a document	Print a document
Insert clip art	Add a page border
Rotate Shape	Create a table
Create a table	Fill Color
Zoom	Repeat a table header row across pages
	Insert Chart
	Rotate Shape
	Wrap text around a graphic
	Insert Smart Art
	Search Help
	Start Mail Merge
	Zoom



## Word 2013 Test Topic

BEGINNER	INTERMEDIATE	ADVANCED
Insert a symbol	Correct a misspelled word	Modify the Document properties
Insert text	Insert text	Reorganized a document in the Navigation Pane
Correct a misspelled word	Insert a symbol	Use Paste Options
Move text	Compare Documents	Insert text from a file
Select text	Move text	Edit a PDF document
Copy and paste text	Modify the Document properties	Combine documents
Undo and redo an action	Find and replace text	Insert a linked Excel file in a document
Create a bulleted list from existing text	Find text	Change the theme
Cut and paste text	Save a Document	Insert a screenshot
Create a new document from a template	Create a new document from a template	Format Text as Columns
Open an existing document	Open an existing document	Create a Quick Style
Save a Document	Protect a form	Format text as a drop cap
Create a new blank document	Create a Quick Style	Create a hanging indent
Close a document	Create a document header	Create a screen tip or a hyperlink
Exit Word	Change line spacing	Adjust character spacing
Start Word	Change bullet style	Reveal the formatting in a document
Change the font	Set a tab stop	Change the paper size
Change line spacing	Change the font	Create alternating odd/even footers
Change document margins	Insert a screenshot	Link header to previous section
Change the font size	Change the theme	Create a master document
Center a paragraph	Display the ruler	Convert a paragraph to a text box
Change the font color	Change document margins	Set print scaling options
Right-align a paragraph	Insert a page break	Print a selection
Set custom margins	Format Text as Columns	Use formulas in a table
Bold text	Print a document	Compress document pictures
Print a document	Switch to Print Layout view	Modify an Excel chart
Enter data in a table	Add a shape to SmartArt	Update a linked Excel object in Word
Insert clip art	Wrap text around a graphic	Specify the dimensions of WordArt
Rotate a graphic	Create a table	Change picture brightness and contrast
Zoom	Add a page border	Recolor a picture
	Repeat a table header row across pages	Remove a picture background
	Zoom	Insert a Citation
	Insert a Citation	Use a Wizard to specify a Mail Merge template
	Search Help	Change track changes options
	Change track changes options	Search Help
	Use a Wizard to specify a Mail Merge template	Display a field code in a document
	Undo an autocorrection	

