

Word 2016 - Managing Documents

The Word 2016 - Managing Documents course covers topics included in the Microsoft Office Specialist (MOS) exam. You will use Find and Replace, manipulate text, and create lists and insert symbols. You will also protect files and share documents, as well as use viewing tools and macros.

The estimated time to complete this course is 2 hours and 57 minutes.

Manipulating Text

Moving and Copying Text

- Moving and Copying
- Moving Text
- Paste Options Smart Tag
- Copying Text
- Using Paste Special
- Office Clipboard
- Clipboard Task Pane
- Clipboard Taskbar Icon
- Pasting Multiple Items
- Adding AutoCorrect Shortcuts
- Appending Text to Documents

Creating Lists and Inserting Symbols

- Bullets and Numbering
- Changing List Spacing
- Changing Bullet Styles
- Creating New Bullet Points
- Changing Numbering Styles
- Creating New Numbering Styles
- Sorting Lists
- Demoting Items in Lists
- Promoting Items in Lists
- Additional List Options
- Ending List Creation
- Inserting Symbols

Find and Replace

- Finding Words in Documents
- Search Options
- Find Next
- Replacing Words in Documents
- Replacing Text Formatting

Protection and Sharing

Document Protection


- Protecting Documents
- Formatting Restrictions
- Editing Restrictions
- Enforcing Protection
- Unprotecting Documents

If you require any further information please contact NYES:

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Sharing Documents

- Sharing Methods
- Share with People
- Attaching to E-mail
- PDF and XPS Formats
- Internet Fax Providers
- Uploading to OneDrive
- Sharing Folders on OneDrive
- Posting to a Blog

Viewing Tools and Macros

Document Viewing Tools

- Viewing Tools
- Switch Windows List
- Arranging All Documents
- Viewing Side-by-Side
- New Window Command
- Splitting Documents

Using Macros


- Recording Macros
- Applying Macros to Buttons
- Performing Macro Actions
- Running Macros
- Copying Macros
- Editing Macros
- Macro Security

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