

Microsoft Word Domain 1: Manage Documents



Subdomain 1-1 Navigate Within Documents

1.1.1 Control F Find Function

Skills You Need To Show Me To Get Credit:

- Show me that you can use the find function to find specific terms in a document.

Step By Step:

- 1.) Download file below
- 2.) Hit CTRL + F
- 3.) Type in Paranoid Cat
- 4.) Hit Enter

1.1.2 Link To Locations Within Document

Skills You Need To Show Me To Get Credit:

- Show me that you can link to specific locations within a document.

Step By Step:

- 1.) Download "The Greatest Book Ever" (link below)
- 2.) Scroll To Chapter 3
- 3.) Highlight The Title Of Chapter 3
- 4.) Go to "insert" tab and press "Bookmark"
- 5.) Name it Chapter3 (no space between chapter and 3)
- 6.) Click Add
- 7.) Go to Table Of Contents and highlight Chapter 3
- 8.) Under "insert" tab click "links"
- 9.) Click on the tab "Place In This Document"
- 10.) Select Chapter3
- 11.) You will have to hit Control and click the mouse to zoom, but if it is a PDF document the link will be there.

1.1.3 Move To Specific Locations & Objects In Documents

Skills You Need To Show Me To Get Credit:

- Show me that you know how to use the "Go To" command by scrolling to table 2.

Step By Step:

- 1.) Download the document apaformattemplate.doc
- 2.) Go to Home tab
- 3.) Select the Find drop down
- 4.) Select Go To
- 5.) Familiarize yourself with all of the options. You could get tested on any of these for the real test.
- 6.) Click on Table
- 7.) Under "Enter Table Number", type in the number 2
- 8.) Hit Go To

1.1.4 Show and Hide Formatting Symbols And Hidden Text

Skills You Need To Show Me To Get Credit:

- Show me that you know how to activate the Show/Hide formatting button.

Step By Step:

- 1.) Download the document gr7-tom.doc
- 2.) Show the formatting in the document.

Subdomain 1-2 Format Documents

1.2.1 Setup Document Pages

Skills You Need To Show Me To Get Credit:

- Set margins to .7 on the top, .7 on the bottom
- Set page orientation to Landscape
- Set page size to "Legal"
- Set "Vertical Alignment" to "Top".

Step By Step:

- 1.) Go to "Layout" tab.
- 2.) Find the "Page Setup" group and click "Margins" dropdown.
- 3.) Select "Custom Margins" and follow directions from video.
- 4.) Under "Orientation" change to "Landscape".
- 5.) Click "Page Setup Dialog Launcher Box" and go to "Layout" tab.
- 6.) Set vertical alignment to top and apply to whole document.

1.2.2 Apply Style Sets To Document

Skills You Need To Show Me To Get Credit:

- Change the style set
- Change the color scheme

Step By Step:

- 1.) Go to "Design" tab.
- 2.) Follow instructions in short video.

1.2.3 Insert & Modify Headers & Footers

Skills You Need To Show Me To Get Credit:

- Add date and time to header
- Add Title to header (make one up)
- Add website to footer (make one up)
- Add page number to footer.

Step By Step:

- 1.) Go to "Insert" tab.
- 2.) Go to "Header & Footer" group
- 3.) Click "Header" drop down.
- 4.) Click "Edit Header"
- 5.) Follow instructions in video.
- 6.) Close header and footer.

1.2.4 Configure Page Background Elements

Skills You Need To Show Me To Get Credit:

- Change page border (you choose the style)
- Change the page color
- Add a watermark
- Download the Hempstead Tigers Sweatshirt Image and place it as a background of your document.

Step By Step:

- 1.) Go to "Design" tab.
- 2.) Go to "Page Background" group
- 3.) Click on "Page Border"
- 4.) Follow instructions in video.

Subdomain 1-3 Save & Share Documents

1.3.1 Save documents in alternative file formats

Skills You Need To Show Me To Get Credit:

- Name and save a document as plain text.
- Publish a document

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "File" tab.
- 3.) Press "Save As"
- 4.) Press "Browse"
- 5.) Rename the file. If you cant think of anything to name the file use your name and 123. Example (FirstLast123)
- 6.) Press "Save As Type" dropdown.
- 7.) Save document as "Plain Text".

Step By Step (Second Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "File" tab.
- 3.) Go to "Export" tab.
- 4.) Create PDF/XPS document.
- 5.) Press "Publish"

1.3.2 Modify basic document properties

Skills You Need To Show Me To Get Credit:

- Change name of document
- Add tags to document

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "File" tab.
- 3.) Click on "Info" tab
- 4.) Change title to Hempstead1
- 5.) Change tags to Hempstead Tigers

1.3.3 Modify print settings

Skills You Need To Show Me To Get Credit:

- Setup a document for printing.
- Demonstrate advanced printing knowledge

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "File" tab.
- 3.) Click on "Print" tab
- 4.) Print pages 1 and 3 back to back on the same sheet of paper. (Don't actually hit print)

1.3.4 Share documents electronically

Skills You Need To Show Me To Get Credit:

- Share a document with someone to collaboratively edit.

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "File" tab.
- 3.) Go to "Share" tab
- 4.) Click on "share with people".
- 5.) Either share through outlook or copy link and email to someone.

Subdomain 1-4 Inspect Documents For Issues

1.4.1 Locate and remove hidden properties and personal information

Skills You Need To Show Me To Get Credit:

- Locate and remove hidden properties and personal information in the document below.

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "File" tab.
- 3.) Go to "Info" tab.
- 4.) Look for "Inspect Document" and click the "Check For Issues" drop down.
- 5.) Select "Inspect Document".
- 6.) Make sure that appropriate boxes are checked.
- 7.) Click the "Inspect" button.
- 8.) Click "Remove All"

1.4.2 Locate and correct accessibility issues within document

Skills You Need To Show Me To Get Credit:

- Check a document for accessibility issues.

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "File" tab.
- 3.) Go to "Info" tab.
- 4.) Look for "Inspect Document" and click the "Check For Issues" drop down.
- 5.) Select "Check Accessibility".
- 6.) Look at error pane on right side of screen. (Note: You may have to convert document to a newer version).
- 7.) Resolve all of the issues. There is a demonstration of what you have to do in the video above.

1.4.3 Locate and correct compatibility issues

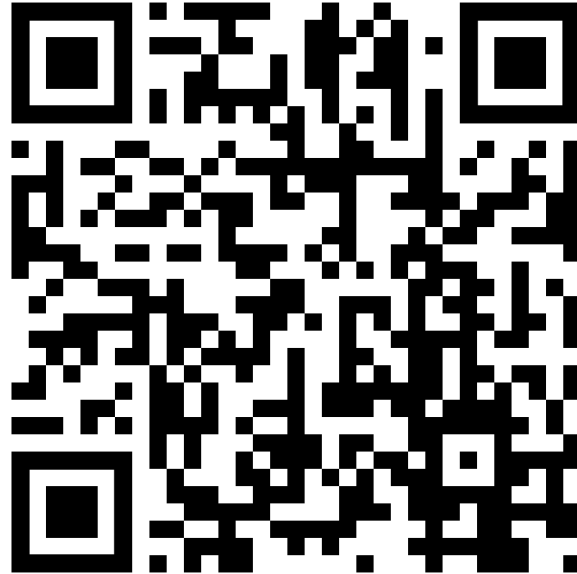
Skills You Need To Show Me To Get Credit:

- Look for compatibility issues within a document.

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "File" tab.
- 3.) Go to "Info" tab.
- 4.) Look for "Inspect Document" and click the "Check For Issues" drop down.
- 5.) Click "Check Compatibility"
- 6.) Follow the prompts. (Minimal issues will come up).

Microsoft Word Domain 2: Insert & Format Text, Paragraphs & Sections



Subdomain 2.1 Insert text and paragraphs

2 1 1 Find and replace text

Skills You Need To Show Me To Get Credit:

- Find and replace text in a document.

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Home" tab and find the editing group.
- 3.) Click "Replace"
- 4.) Find "Chapter 2" and replace with "Part 2"

2 1 2 Insert symbols and special characters

Skills You Need To Show Me To Get Credit:

- Show me that you know how to insert symbols and special characters.

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Insert" tab and find the editing group.
- 3.) Click "Symbols"
- 4.) Type in 10 symbols. At least one has to be math related.

Subdomain 2.2 Format text and paragraphs

2 2 1 Apply text effects

Skills You Need To Show Me To Get Credit:

- Add style sets to the text of a document.
- Underline some of the text on the document
- Use subscript on some of the text in the document
- Use superscript on some of the text in the document
- Use strikethrough text on some of the text in the document
- Give some text in the document another background color
- Apply a preset style to some of the text in the document
- Use the function to make AN ENTIRE PARAGRAPH lower case

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Home" tab and "Font" group.
- 3.) Show all of the skills that are listed above.

2 2 2 Apply formatting by using Format Painter

Skills You Need To Show Me To Get Credit:

- Demonstrate that you know how to use the format painter.
- Demonstrate that you know how to exit the format painter. (Hit Esc)

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Home" tab and "Clipboard" group.
- 3.) HIGHLIGHT THE FORMATTED TEXT (Click and drag) that you want to copy.
- 4.) Click "Format Painter"
- 5.) Highlight (Click and drag) anything that you want to change the format of.
- 6.) Hit ESC to exit the format painter.

2 2 3 Set line and paragraph spacing and indentation

Skills You Need To Show Me To Get Credit:

- Do the following tasks to the HISTORY paragraph of the document below.
- Set the line spacing to 2.0
- Set the "Indent" to 0.7 left and 0.7 right (under the layout tab or paragraph dialog launcher box)
- Set the "Spacing" to 18pt. before and 18pt. after (under the layout tab or paragraph dialog launcher box)
- Add a first line indent of 0.5
- Add "Keep Lines Together" under "Line and Page Breaks" of "Paragraph Dialog Launcher Box"

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Home" tab.
- 3.) Follow instructions of video above.

2 2 4 Apply built in styles to text

Skills You Need To Show Me To Get Credit:

- Change the formatting of the heading part of the document.
- Modify the style of one of the preexisting style sets.

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Home" tab.
- 3.) Follow instructions of video above.

2 2 5 Clear formatting

Skills You Need To Show Me To Get Credit:

- Call me over and show me how to remove all formatting from any part of the document.

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Home" tab.
- 3.) Follow instructions of video above.

Subdomain 2.3 Create and configure document sections

2 3 1 Format text in multiple columns

Skills You Need To Show Me To Get Credit:

- Put the text in this document in to two separate columns.
- Add a line between the two columns

Step By Step (First Document):

- 1.) Go to "Layout" tab.
- 2.) Click "Columns" drop down.
- 3.) Click "More Columns" option.

2 3 2 Insert page, section, and column breaks

Skills You Need To Show Me To Get Credit:

- Insert a page break after the first paragraph of the History Of Hempstead Document (below)
- Insert a Column Break in between the two columns.

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Layout" tab.
- 3.) Click on "Breaks" drop down.

2 3 3 Change page setup options for a section

Skills You Need To Show Me To Get Credit:

- Apply column formatting to a specific section

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Layout"
- 3.) Watch video

Microsoft Word Domain 3: Manage Tables & Lists



Subdomain 3.1 Create tables

3.1.1 Convert text to tables

Skills You Need To Show Me To Get Credit:

- Convert Text To A Table

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Insert" tab and "Tables" group.
- 3.) Be sure that the text is highlighted by the cursor.
- 4.) Go to "Tables" drop down.
- 5.) Click "Convert Text To Table"
- 6.) Select what you need to in the "Convert Text To Tables" window.
- 7.) Hit OK

3.1.2 Convert tables to text

Skills You Need To Show Me To Get Credit:

- Convert a table back to text

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Layout" tab and find the data group.
- 3.) Click "Convert To Text"
- 4.) Select the appropriate options in the pop out window.
- 5.) Click OK

3.1.3 Create tables by specifying rows and columns

Skills You Need To Show Me To Get Credit:

- Insert a table that is 5 columns by 3 rows.

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Insert" tab and find the tables group.
- 3.) Select 5 columns by 3 rows.

Subdomain 3.2 Modify tables

3.2.1 Sort table data

Skills You Need To Show Me To Get Credit:

- Show me that you know how to sort table data. Demonstrate it for me.

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Click on the table and you will see the "Table Tools Layout Tab".
- 3.) In the "Data" group you will see the "Sort" feature.
- 4.) Click the button for "Header Row" since our table has a header row.
- 5.) Hit OK

3.2.2 Configure cell margins and spacing

Skills You Need To Show Me To Get Credit:

- Show me that you know how to set custom dimensions for a table. (Height 0.5, Width 2.0)

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Put the cursor in the table
- 3.) Go to "Table Tools Layout Tab"
- 4.) Find "Cell Size"
- 5.) Adjust height to 0.5
- 6.) Adjust width to 2.0

3.2.3 Merge and split cells

Skills You Need To Show Me To Get Credit:

- Show me that you were able to merge a cell
- Show me that you were able to split a cell

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Click on the table and you should see the "Layout" tab appear.
- 3.) Right click and add a new row on top of the table.
- 4.) Select the three cells.
- 5.) Select "Merge Cells"
- 6.) Create a title.
- 7.) On the second table in the document below, demonstrate how to split cells.

3.2.4 Resize tables, rows, and columns

Skills You Need To Show Me To Get Credit:

- Auto fit your table
- Set "Vertical Alignment" to "Center".

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Layout" tab.
- 3.) Auto fit your table.
- 4.) Go to "Cell Size Dialog Launcher Box" and set "Vertical Alignment" to "Center".

3.2.5 Split tables

Skills You Need To Show Me To Get Credit:

- Demonstrate that you were able to split a table.

Step By Step (First Document):

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Layout" tab.
- 3.) Highlight a row
- 4.) Click "Split Table"

3.2.6 Configure a repeating row header

Skills You Need To Show Me To Get Credit:

- Turn the first row in to a repeating header. This is important for big tables.

Step By Step:

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Layout" tab.
- 3.) Click "Repeat Header Rows"

Subdomain 3.3 Create and modify lists

3.3.1 Format paragraphs as numbered and bulleted lists

Skills You Need To Show Me To Get Credit:

- Turn the top set of data in to a bulleted list.
- Turn the bottom set of data in to a numbered list.

Step By Step:

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Select the list. Do not select the title (header).
- 3.) Go to "Home" tab and "Paragraph" group.
- 4.) Make the top one a bulleted list.
- 5.) Make the bottom one a numbered list.

3.3.2 Change bullet characters and number formats

Skills You Need To Show Me To Get Credit:

- Use the drop down to change the number set to a letter set
- Change the look on the bullet set.

Step By Step:

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Select the list. Do not select the title (header).
- 3.) Go to "Home" tab and "Paragraph" group.
- 4.) Use the drop down to change the number set to a letter set
- 5.) Change the look on the bullet set.

3.3.3 Define custom bullet characters and number formats

Skills You Need To Show Me To Get Credit:

- Use the tab button to make a sub bullet on list 1. (Covered in video from 0:00 to 0:20)
- Place Peter Pan images as bullet points on the middle list. (Covered in video from 0:20 to 1:19)
- Create a multi level list (Covered in video from 1:19 to 3:04)

Step By Step:

- 1.) Download the "Picture of Peter Pan" and the document below to computer downloads (not the cloud)
- 2.) Go to "Home" tab and find the "Paragraph" group.
- 3.) There are three tasks that you must accomplish. Making a sub bullet is covered in video from 0:00 to 0:20. Placing an image as a bullet point is covered in the video from 0:20 to 1:19. Creating a multi level list is covered in the video from 1:19 to 3:04. You must accomplish all of these to get credit.

3.3.4 Increase and decrease list levels

Skills You Need To Show Me To Get Credit:

- Show me that you know how to increase and decrease list levels either through using keyboard shortcuts or the Word interface.

Step By Step:

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Home" tab and find the "Paragraph" group.
- 3.) Follow directions in video as there are multiple ways to accomplish this.

3.3.5 Restart and continue list numbering

Skills You Need To Show Me To Get Credit:

- Type in 3 Peter Pan characters and continue a list (Covered in video from 0:00 to 0:19)
- Start a new list with new numbering (Covered in video from 0:00 to 0:45)

Step By Step:

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Home" tab and find the "Paragraph" group.
- 3.) Follow directions in video as there are multiple ways to accomplish this.

3.3.6 Set starting number values

Skills You Need To Show Me To Get Credit:

- On the second list set the starting number values to start at 100.

Step By Step:

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Home" tab and find the "Paragraph" group.
- 3.) Right click on the numbers of the second list and choose "Set Numbering Value".
- 4.) Set value to start at 100.

Microsoft Word Domain 4: Create & Manage References



Subdomain 4.1 Create and manage reference elements

4.1.1 Insert footnotes and endnotes

Skills You Need To Show Me To Get Credit:

- Add a footnote on the attached document that White House Press Secretary went to Hempstead High School
- Add an endnote on the attached document that White House Press Secretary went to Hempstead High School

Step By Step:

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Watch BOTH videos above.
- 3.) Go to "References" tab and find the "Footnotes" group.
- 4.) Insert a footnote and endnote on the attached document that White House Press Secretary Karine Jean Pierre graduated from Hempstead High School.

4.1.2 Modify footnote and endnote properties

Skills You Need To Show Me To Get Credit:

- Adjust the footnote on the page to the parameters listed below.

Step By Step:

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Find the footnote and right click.
- 3.) Choose "Note Options"
- 4.) Switch the location to "Below Text"
- 5.) Change the number format to Roman Numerals
- 6.) Click "Insert"

4.1.3 Create and modify bibliography citation sources

Skills You Need To Show Me To Get Credit:

- Place a bibliography for Peter Pan in the attached document.

Step By Step:

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "References" tab and find the "Citations & Bibliography" group.
- 3.) Click the "Insert Citation" drop down.
- 4.) Click "Add New Source"
- 5.) Choose "Book"
- 6.) Fill in all of the citation fields listed in the document below.

4.1.4 Insert citations for bibliographies

Skills You Need To Show Me To Get Credit:

- Use the "Insert Citation" drop down to add a citation
- Place a bibliography or works cited list in to the document below.

Step By Step:

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "References" tab and find the "Citations & Bibliography" group.
- 3.) Use the "Insert Citation" drop down to add a previously made citation.

Subdomain 4.2 Create and manage reference tables

4.2.1 Insert tables of contents

Skills You Need To Show Me To Get Credit:

- Add a table of contents.

Step By Step:

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "References" tab and click on Table Of Contents.
- 3.) It should auto populate due to headings.

4.2.2 Customize tables of contents

Skills You Need To Show Me To Get Credit:

- Add "Principal" to Table Of Contents

Step By Step:

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "References" tab and click on Table Of Contents.
- 3.) Find the section that says "Principal".
- 4.) Change the format to a header.
- 5.) Go back to Table Of Contents and Right Click.
- 6.) Click "Update Field"

4.2.3 Insert bibliographies

Skills You Need To Show Me To Get Credit:

- On the second list set the starting number values to start at 100.

Step By Step:

- 1.) Download document below to computer downloads (not the cloud)
- 2.) Go to "Home" tab and find the "Paragraph" group.