# Word 2016 Basic Skills Inventory

- Create and Manage Documents
    - Create a Document
        - Create a blank document
        - Create a blank document using a template
        - Open a PDF in Word for editing
        - Insert text from a file or external source
    - Navigate Through a Document
        - Search for text
        - Move to a specific location or object in a document
    - Format a Document
        - Modify page setup
        - Insert headers and footers
        - Insert page numbers
        - Format page background elements
    - Customize Options and Views for Documents
        - Change document views
        - Customize views by using zoom settings
        - Customize the Quick Access toolbar
        - Split the window
        - Show or hide formatting symbols
    - Print and Save Documents
        - Modify print settings
        - Save documents in alternative file formats
        - Print all or part of a document
        - Inspect a document for accessibility issues
        - Inspect a document for compatibility issues
- Format Text, Paragraphs, and Sections
    - Insert Text and Paragraphs
        - Find and replace text
        - Cut, copy and paste text
        - Replace text by using AutoCorrect
        - Insert special characters
    - Format Text and Paragraphs
        - Apply font formatting
        - Apply formatting by using Format Painter
        - Set line and paragraph spacing and indentation
        - Clear formatting
        - Apply a text highlight color to text selections
        - Apply built-in styles to text

# Word 2016 Basic Skills Inventory

- Create Tables and Lists
  - Create a Table
    - Convert text to tables
    - Convert tables to text
    - Create a table by specifying rows and columns
    - Apply table styles
  - Modify a Table
    - Merge and split cells
    - Resize tables, rows, and columns
    - Split tables
    - Configure a repeating row header
  - Create and Modify a List
    - Create a numbered or bulleted list
    - Change bullet characters or number formats for a list level
    - Define a custom bullet character or number format
    - Increase or decrease list levels
    - Restart or continue list numbering
    - Set starting number value
- Insert and Format Graphic Elements
  - Format Graphic Elements
    - Position objects
    - Add alternative text to objects for accessibility