

MOS

Study Guide

Joan Lambert



EXAM MO-100

Microsoft Word

FREE SAMPLE CHAPTER

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MOS Study Guide for Microsoft Word Exam MO-100

Joan Lambert



Microsoft Office Specialist
Exam MO-100

MOS Study Guide for Microsoft Word Exam MO-100

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Introduction

The Microsoft Office Specialist (MOS) certification program has been designed to validate your knowledge of and ability to use applications in the Microsoft Office suite. This book has been designed to guide you in studying the types of tasks you are likely to be required to demonstrate in Exam MO-100: Microsoft Word 2019.

See Also For information about the tasks you are likely to be required to demonstrate in Exam MO-100: Microsoft Word (Word and Word 2019) Expert, see *MOS Study Guide for Microsoft Word Expert Exam MO-101* by Paul McFedries (Microsoft Press, 2020).

Who this book is for

MOS Study Guide for Microsoft Word Exam MO-100 is designed for experienced computer users seeking Microsoft Office Specialist certification in Word 2019 or the equivalent version of Word for Office 365.

MOS exams for individual programs are practical rather than theoretical. You must demonstrate that you can complete certain tasks or projects rather than simply answer questions about program features. The successful MOS certification candidate will have at least six months of experience using all aspects of the application on a regular basis; for example, using Word at work or school to create and manage documents, format document content, present information in tables and lists, insert and format pictures, create business diagrams, and reference information sources.

As a certification candidate, you probably have a lot of experience with the program you want to become certified in. Many of the procedures described in this book will be familiar to you; others might not be. Read through each study section and ensure that you are familiar with the procedures, concepts, and tools discussed. In some cases, images depict the tools you will use to perform procedures related to the skill set. Study the images and ensure that you are familiar with the options available for each tool.

How this book is organized

The exam coverage is divided into chapters representing broad skill sets that correlate to the functional groups covered by the exam. Each chapter is divided into sections addressing groups of related skills that correlate to the exam objectives. Each section includes review information, generic procedures, and practice tasks you can complete on your own while studying. We provide practice files you can use to work through the practice tasks, and results files you can use to check your work. You can practice the generic procedures in this book by using the practice files supplied or by using your own files.

Throughout this book, you will find Exam Strategy tips that present information about the scope of study that is necessary to ensure that you achieve mastery of a skill set and are successful in your certification effort.

The following table lists the practice files provided for this book.

Folder and objective group	Practice files	Result files
MOSWord2019\Objective1 Manage documents	Word_1-1.docx Word_1-2.docx Word_1-3.docx Word_1-4.docx	Word_1-1_results.docx Word_1-2_results.docx Word_1-3_results.docx MyCompatible.doc Word_1-4_results.docx
MOSWord2019\Objective2 Insert and format text, paragraphs, and sections	Word_2-1.docx Word_2-2.docx Word_2-3.docx	Word_2-1_results.docx Word_2-2_results.docx Word_2-3_results.docx
MOSWord2019\Objective3 Manage tables and lists	Word_3-1.docx Word_3-2.docx Word_3-3.docx	Word_3-1_results.docx Word_3-2_results.docx Word_3-3_results.docx
MOSWord2019\Objective4 Create and manage references	Word_4-1.docx Word_4-2a.docx Word_4-2b.docx Word_4-2c.docx	Word_4-1_results.docx Word_4-2a_results.docx Word_4-2b_results.docx Word_4-2c_results.docx
MOSWord2019\Objective5 Insert and format graphic elements	Word_5-1.docx Word_5-1.glb Word_5-1.jpg Word_5-2.docx Word_5-3.docx Word_5-4.docx	Word_5-1_results.docx Word_5-2_results.docx Word_5-3_results.docx Word_5-4_results.docx
MOSWord2019\Objective6 Manage document collaboration	Word_6-1.docx Word_6-2.docx	Word_6-1_results.docx Word_6-2_results.docx

Adapt procedure steps

This book contains many images of user interface elements that you'll work with while performing tasks in Word on a Windows computer. Depending on your screen resolution or app window width, the Word ribbon on your screen might look different from that shown in this book. (If you turn on Touch mode, the ribbon displays significantly fewer commands than in Mouse mode.) As a result, procedural instructions that involve the ribbon might require a little adaptation.

Simple procedural instructions use this format:

- On the **Insert** tab, in the **Illustrations** group, click the **Chart** button.

If the command is in a list, our instructions use this format:

- On the **Home** tab, in the **Editing** group, click the **Find** arrow and then, in the **Find** list, click **Go To**.

If differences between your display settings and ours cause a button to appear differently on your screen than it does in this book, you can easily adapt the steps to locate the command. First click the specified tab, and then locate the specified group. If a group has been collapsed into a group list or under a group button, click the list or button to display the group's commands. If you can't immediately identify the button you want, point to likely candidates to display their names in ScreenTips.

The instructions in this book assume that you're interacting with on-screen elements on your computer by clicking (with a mouse, touchpad, or other hardware device). If you're using a different method—for example, if your computer has a touchscreen interface and you're tapping the screen (with your finger or a stylus)—substitute the applicable tapping action when you interact with a user interface element.

Instructions in this book refer to user interface elements that you click or tap on the screen as *buttons*, and to physical buttons that you press on a keyboard as *keys*, to conform to the standard terminology used in documentation for these products.

Ebook edition

If you're reading the ebook edition of this book, you can do the following:

- Search the full text
- Print
- Copy and paste

You can purchase and download the ebook edition from the Microsoft Press Store at:

<https://MicrosoftPressStore.com/MOSWord100/detail>

Taking a Microsoft Office Specialist exam

Desktop computing proficiency is increasingly important in today's business world. When screening, hiring, and training employees, employers can feel reassured by relying on the objectivity and consistency of technology certification to ensure the competence of their workforce. As an employee or job seeker, you can use technology certification to prove that you already have the skills you need to succeed, saving current and future employers the time and expense of training you.

Microsoft Office Specialist certification

Microsoft Office Specialist certification is designed to assist students and information workers in validating their skills with Office programs. The following certification paths are available:

- A Microsoft Office Specialist is an individual who has demonstrated proficiency by passing the Excel Associate, Word Associate, Outlook Associate, or PowerPoint Associate certification exam.
- A Microsoft Office Specialist Associate (MOS Associate) is an individual who has passed any three of the Associate-level certification exams.
- A Microsoft Office Specialist Expert (MOS Expert) is an individual who has completed the MOS Associate credential and any two of the three Expert-level exams: Access Expert, Word Expert, or Excel Expert.

Selecting a certification path

When deciding which certifications you would like to pursue, assess the following:

- The program and program version(s) with which you are familiar
- The length of time you have used the program and how frequently you use it
- Whether you have had formal or informal training in the use of that program

- Whether you use most or all of the available program features
- Whether you are considered a go-to resource by business associates, friends, and family members who have difficulty with the program

Candidates for MOS Associate certification are expected to successfully complete a wide range of standard business tasks. Successful candidates generally have six or more months of experience with the specific Office program, including either formal, instructor-led training or self-study using MOS-approved books, guides, or interactive computer-based materials.

Candidates for MOS Expert certification are expected to successfully complete more complex tasks that involve using the advanced functionality of the program. Successful candidates generally have at least six months, and might have several years, of experience with the programs, including formal, instructor-led training or self-study using MOS-approved materials.

Test-taking tips

Every MOS certification exam is developed from a set of exam skill standards (referred to as the *objective domain*) that are derived from studies of how the Office programs are used in the workplace. Because these skill standards dictate the scope of each exam, they provide critical information about how to prepare for certification. This book follows the structure of the published exam objectives.

=====

See Also For more information about the book structure, see “How this book is organized” in the Introduction.

=====

The MOS certification exams are performance based and require you to complete business-related tasks in the program for which you are seeking certification. For example, you might be presented with a document and told to insert and format additional document elements. Your score on the exam reflects how many of the requested tasks you complete within the allotted time.

Here is some helpful information about taking the exam:

- Keep track of the time. Your exam time does not officially begin until after you finish reading the instructions provided at the beginning of the exam. During the exam, the amount of time remaining is shown in the exam instruction window. You can't pause the exam after you start it.

- Pace yourself. At the beginning of the exam, you will receive information about the tasks that are included in the exam. During the exam, the number of completed and remaining tasks is shown in the exam instruction window.
- Read the exam instructions carefully before beginning. Follow all the instructions provided completely and accurately.
- If you have difficulty performing a task, you can restart it without affecting the result of any completed tasks, or you can skip the task and come back to it after you finish the other tasks on the exam.
- Enter requested information as it appears in the instructions, but without duplicating the formatting unless you are specifically instructed to do so. For example, the text and values you are asked to enter might appear in the instructions in bold and underlined text, but you should enter the information without applying these formats.
- Close all dialog boxes before proceeding to the next exam item unless you are specifically instructed not to do so.
- Don't close task panes before proceeding to the next exam item unless you are specifically instructed to do so.
- If you are asked to print a document, worksheet, chart, report, or slide, perform the task, but be aware that nothing will actually print.
- Don't worry about extra keystrokes or mouse clicks. Your work is scored based on its result, not on the method you use to achieve that result (unless a specific method is indicated in the instructions).
- If a computer problem occurs during the exam (for example, if the exam does not respond or the mouse no longer functions) or if a power outage occurs, contact a testing center administrator immediately. The administrator will restart the computer and return the exam to the point where the interruption occurred, with your score intact.

Exam Strategy This book includes special tips for effectively studying for the Microsoft Office Specialist exams in Exam Strategy paragraphs such as this one.

Certification benefits

At the conclusion of the exam, you will receive a score report, indicating whether you passed the exam. If your score meets or exceeds the passing standard (the minimum required score), you will be contacted by email by the Microsoft Certification Program team. The email message you receive will include your Microsoft Certification ID and links to online resources, including the Microsoft Certified Professional site. On this site, you can download or order a printed certificate, create a virtual business card, order an ID card, review and share your certification transcript, access the Logo Builder, and access other useful and interesting resources, including special offers from Microsoft and affiliated companies.

Depending on the level of certification you achieve, you will qualify to display one of three logos on your business card and other personal promotional materials. These logos attest to the fact that you are proficient in the applications or cross-application skills necessary to achieve the certification. Using the Logo Builder, you can create a personalized certification logo that includes the MOS logo and the specific programs in which you have achieved certification. If you achieve MOS certification in multiple programs, you can include multiple certifications in one logo.

Objective group 2

Insert and format text, paragraphs, and sections

The skills tested in this section of the Microsoft Office Specialist exam for Microsoft Word 2019 relate to formatting document content. Specifically, the following objectives are associated with this set of skills:

- 2.1 Insert text and paragraphs
- 2.2 Format text and paragraphs
- 2.3 Create and configure document sections

Word documents are merely containers for their content. You can create content directly in the document or reuse and adapt it from other sources. The way that you present the content—by formatting its appearance and structure and by maintaining consistency—can improve the effectiveness of the document in communicating a specific message.

This chapter guides you in studying ways of inserting text, symbols, and special characters; formatting text; modifying paragraph indentation, spacing, and layout; applying character and paragraph styles; and structuring a document by controlling page breaks, creating independently formatted sections, and formatting content in columns.

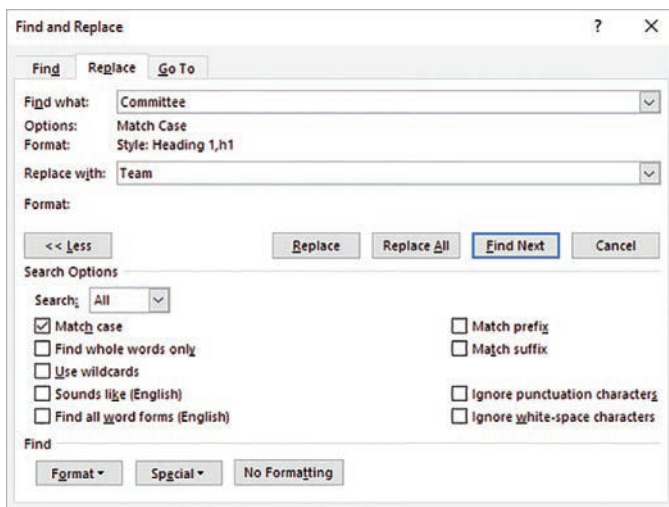
To complete the practice tasks in this chapter, you need the practice files contained in the **MOSWord2019\Objective2** practice file folder. For more information, see “Download the practice files” in this book’s introduction.

Objective 2.1: Insert text and paragraphs

Replace text

See Also This topic is about replacing text through a find-and-replace operation. For information about locating specific text and objects or moving directly to specific types of objects, see “Objective 1.1: Navigate within documents.”

When developing document content, you can ensure that the text in your documents is consistent and accurate by using the Find feature to review every occurrence of a specific word or phrase, or by using the Replace feature to consistently modify text, formatting, or styles. You can replace search terms with other text or special characters from the Replace tab of the Find And Replace dialog box.



A Replace operation can replace or delete text and objects, modify formatting, and apply styles

To locate and replace text

1. Display the **Replace** page of the **Find and Replace** dialog box by doing any of the following:
 - In the **Navigation** pane, click the **Search for more things** arrow at the right end of the search box, and then click **Replace**.
 - On the **Home** tab, in the **Editing** group, click **Replace**.
 - Press **Ctrl+H**.

2. In the **Find what** box, specify the text or characters you want to locate by entering them directly or by selecting them from the **Special** list.

See Also For information about the Special list content, including formatting marks, breaks, wildcard characters, special characters, and objects, see “Objective 1.1: Navigate within documents.”

3. In the **Search Options** area, select the check boxes of any applicable search options.

Tip The settings in the Search Options area apply only to the search term. They do not affect the replacement term.

4. With the cursor in the **Find what** box, from the **Format** list, select any formatting or styles that will specifically identify the correct search results.
5. In the **Replace with** box, enter the text or characters with which you want to replace the search term.

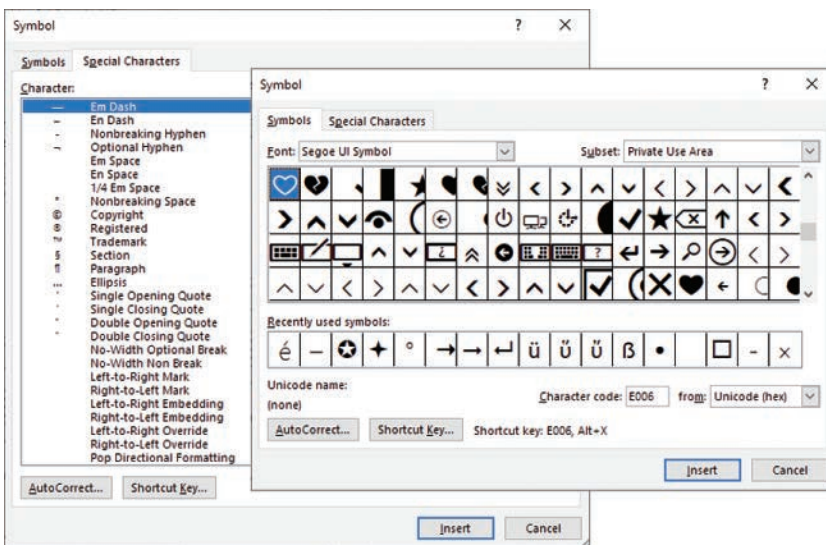
Tip You can't specify wildcard characters in the Replace With box. You can specify special characters. For example, you can use the Replace feature to remove blank paragraph marks from a document by replacing `^p^p` (two paragraph marks) with `^p` (one paragraph mark).

6. With the cursor in the **Replace with** box, from the **Format** list, select any formatting or styles that you want to apply as part of the replacement operation.
7. Click **Find Next** to find the first occurrence of the search term. Then do any of the following:
 - Click **Find Next** to find the next occurrence of the search term.
 - Click **Replace** to replace the selected occurrence with the text in the **Replace with** box and move to the next occurrence.
 - Click **Replace All** to replace all occurrences of the search term in the document without individually reviewing them.

Tip You can quickly review all instances of a search term by searching from the Navigation pane and then scrolling through the search results on the Results page of the Navigation pane.

Insert symbols and special characters

Some documents require characters not found on a standard keyboard. These characters might include the copyright (©) or registered trademark (®) symbols, currency symbols (such as € or £), Greek letters, or letters with accent marks. Or you might want to add arrows (such as ↶ or ↷) or graphic icons (such as ☹ or ♪). Word gives you easy access to a huge array of symbols that you can easily insert into any document. Like graphics, symbols can add visual information or eye appeal to a document. However, they are different from graphics in that they are keyboard characters displayed in specific fonts.



Hundreds of shapes, symbols, and icons, and special characters are available from the Symbol dialog box

Tip You can insert some common symbols by using keyboard shortcuts. You can review the assigned keyboard shortcuts in the Symbol dialog box and the AutoCorrect Options dialog box.

To insert a common symbol

- On the **Insert** tab, in the **Symbols** group, click the **Symbol** button, and then click the symbol you want to insert.
- Enter any of the following keyboard shortcuts:
 - To insert a copyright symbol, enter **(c)** or press **Alt+Ctrl+C**.
 - To insert a Euro symbol, enter **(e)**.
 - To insert a registered trademark symbol, enter **(r)** or press **Alt+Ctrl+R**.
 - To insert a trademark symbol, enter **(tm)** or press **Alt+Ctrl+T**.

Tip If you turn off the Replace Text As You Type option in the AutoCorrect settings, the parenthetical code will not convert to the symbol.

To insert any symbol or special character

1. On the **Insert** tab, in the **Symbols** group, click the **Symbol** button, and then click **More Symbols**.
2. In the **Symbol** dialog box, do either of the following:
 - On the **Special Characters** tab, double-click the character you want to insert.
 - On the **Symbols** tab, locate and double-click the symbol you want to insert.

Tip The dialog box might be positioned in front of the cursor.

3. After you insert all the symbols you want, close the **Symbol** dialog box.

Objective 2.1 practice tasks

The practice file for these tasks is in the **MOSWord2019\Objective2** practice file folder. The folder also contains a result file that you can use to check your work.

► Open the **Word_2-1** document and do the following:

- In the first paragraph, insert the registered trademark symbol (®) after the word *Microsoft*.
- Replace all instances of *(trademark)* in the document with the trademark symbol (™). Ensure that you replace only instances in which the word *trademark* is in parentheses, and no other version of the word.

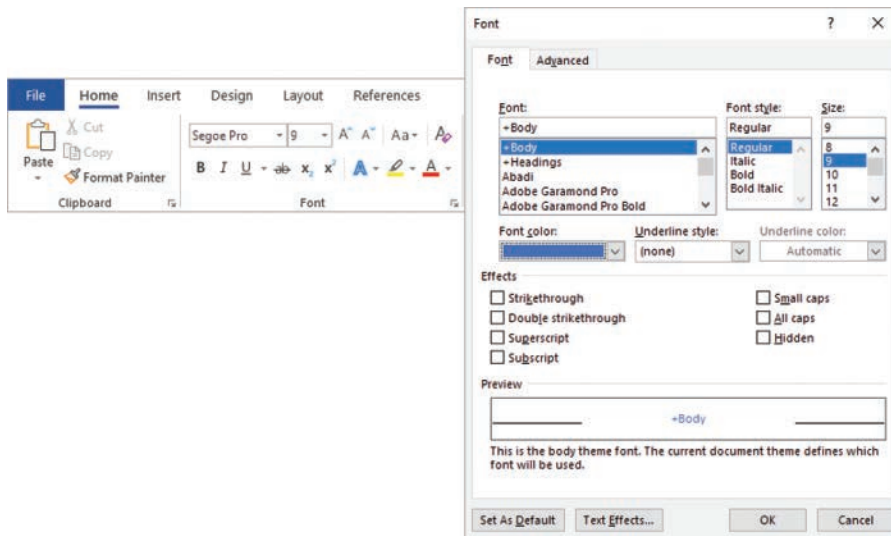
Tip Enter the trademark symbol in the document, cut it to the Clipboard, and then choose *Clipboard Contents* as the replacement.

► Save the **Word_2-1** document. Open the **Word_2-1_results** document and compare the two documents to check your work. Then close the open documents.

Objective 2.2: Format text and paragraphs

Format text

You can apply basic font formatting to text by using the tools available in the Font group on the Home tab and in the Font dialog box. (Some font settings are also available on the Mini Toolbar that appears when you select text.)

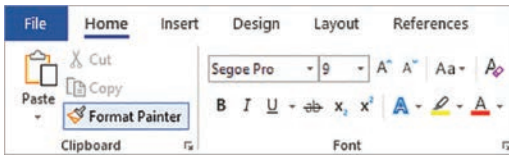


Tools for applying font formatting

Exam Strategy Exam MO-100 requires you to demonstrate that you can apply local font formatting to text. You must be able to change the font, size, color, style, and effects. Ensure that you know which font formatting settings are available only in the Font dialog box.

If you apply a series of formats to a selection of text—for example, if you format a word as 14-point, bold, italic, red text—and then want to apply the same combination of formatting to other text, you can quickly do so by using the Format Painter. When using the Format Painter, you first copy existing formatting from text characters, a paragraph, or an object, and then paste the formatting to other text or objects.

You can use the Format Painter to paste copied formatting only once or to remain active until you turn it off.



Use the Format Painter to copy all the formatting from one element to another

To open the Font dialog box

- On the **Home** tab, in the **Font** group, click the dialog box launcher.
- Right-click any document text, and then click **Font**.
- Press **Ctrl+D**.

To copy existing formatting to other text

1. Select the text that has the formatting you want to copy.
2. On the **Mini Toolbar** or in the **Clipboard** group on the **Home** tab, click the **Format Painter** button once if you want to apply the copied formatting only once, or twice if you want to apply the copied formatting multiple times.
3. Click or select the text to which you want to apply the copied formatting.
4. If you clicked the **Format Painter** button twice, click or select additional text you want to format. Then click the **Format Painter** button again, or press the **Esc** key, to turn off the Format Painter.

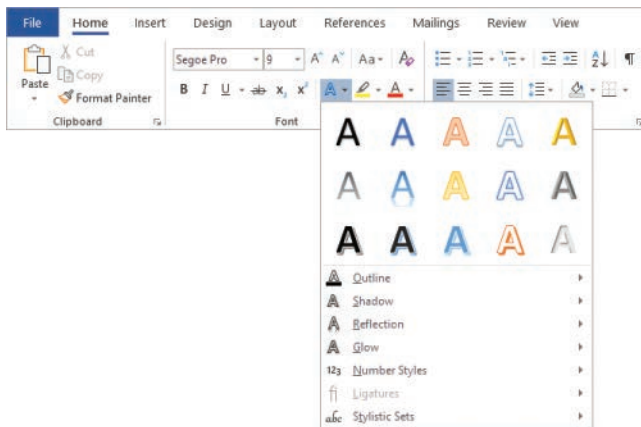
Apply text effects

In older versions of Word, you could create specialized WordArt text objects that had set combinations of effects applied to them. In Word 2019, you can apply text effects directly to text, or if you want the flexibility of positioning the text anywhere on the page, you can create WordArt objects that have the same text effects applied.

These effects can include outlines, fills, shadows, reflections, glow effects, beveled edges, and three-dimensional rotation. You can modify the effects whether they are applied directly to text or to WordArt objects.

Exam Strategy Creating and modifying WordArt is not tested on the MOS exams for Word 2019.

If you want to simply apply text effects directly to text, you do so from the Text Effects and Typography menu that is available from the Font group on the Home tab. You can apply a preset combination or set each effect independently.



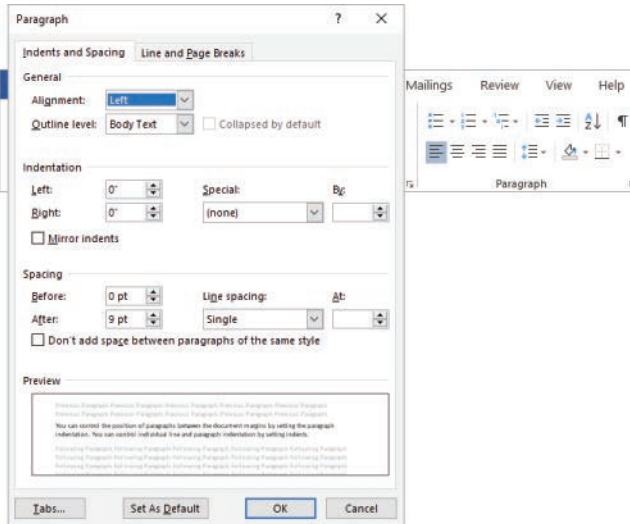
You apply text effects just as you would other font formatting

To apply preconfigured text effects to selected text

- ➔ On the **Home** tab, in the **Font** group, click the **Text Effects and Typography** button, and then click the effect you want to apply.

Format paragraphs

You can change paragraph attributes such as alignment, indentation, spacing, shading, and borders from the Paragraph group on the Home tab, and from the Paragraph dialog box.



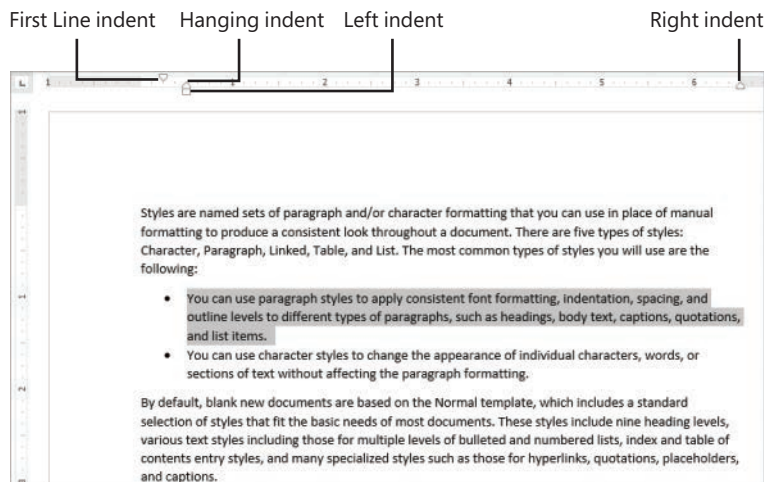
Tools for applying paragraph formatting

See Also For information about the Line And Page Breaks tab of the Paragraph dialog box, see “Objective 2.3: Create and configure document sections.”

You can control the position of paragraphs between the document margins by setting the paragraph indentation. You can control individual line and paragraph indentation by setting indents from the left and right sides of the paragraph. You can set four types of indents:

- **First Line indent** The paragraph’s first line of text begins at this setting.
- **Hanging indent** The paragraph’s second and subsequent lines of text begin at this setting.
- **Left indent** The left side of the paragraph aligns with this setting.
- **Right indent** The paragraph text wraps when it reaches this setting.

When the rulers are displayed, markers on the horizontal ruler indicate the individual indent settings. You can modify the indent settings on the Layout tab, in the Paragraph dialog box, or by dragging the markers on the ruler.



Paragraph indentation markers on the ruler

A paragraph has two vertical spacing measurements: *line spacing* (the space between the lines within the paragraph) and *paragraph spacing* (the space before and after the paragraph).

Line spacing and paragraph spacing are initially set by the style that is applied to the paragraph. You can modify the paragraph spacing by manually formatting the paragraph, modifying the style, changing the style set, or changing the paragraph spacing setting for the entire document.

To open the Paragraph dialog box

- On the **Home** tab or **Layout** tab, click the **Paragraph** dialog box launcher.
- On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button, and then click **Line Spacing Options**.
- Right-click anywhere in a paragraph, and then click **Paragraph**.

To set the indentation of selected paragraphs

- Open the **Paragraph** dialog box, and display the **Indents and Spacing** tab. In the **Indentation** area, specify the **Left**, **Right**, and **Special** settings. Then click **OK**.
- On the **Home** tab, in the **Paragraph** group, click the **Increase Indent** or **Decrease Indent** button to change only the left indent.
- On the **Layout** tab, in the **Paragraph** group, in the **Indent** area, specify the **Left** or **Right** settings.

Tip To increase or decrease paragraph indentation beyond the margins, specify negative Left and Right settings.

- On the horizontal ruler, drag the **First Line Indent**, **Hanging Indent**, **Left Indent**, and **Right Indent** markers.

To set the spacing of selected paragraphs

- Open the **Paragraph** dialog box, and display the **Indents and Spacing** tab. In the **Spacing** area, specify the **Before**, **After**, and **Line spacing** settings. If you want to maintain the line spacing between paragraphs of the same style, select the **Don't add space between paragraphs of the same style** check box. Then click **OK**.
- On the **Layout** tab, in the **Paragraph** group, in the **Spacing** area, specify the **Before** or **After** setting.
- On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button, and then do either of the following:
 - Click **Add Space Before Paragraph**, **Remove Space Before Paragraph**, **Add Space After Paragraph**, or **Remove Space After Paragraph** to change the external spacing. (Only two options will be visible, depending on the current settings of the active paragraph.)
 - Click **1.0**, **1.15**, **1.5**, **2.0**, **2.5**, or **3.0** to select a standard line spacing.

To set paragraph spacing for an entire document

- On the **Design** tab, in the **Document Formatting** group, click **Paragraph Spacing** and then click **Default, No Paragraph Space, Compact, Tight, Open, Relaxed, or Double**.
- On the **Paragraph Spacing** menu, click **Custom Paragraph Spacing**. On the **Set Defaults** tab of the **Manage Styles** dialog box, in the **Paragraph Spacing** area, specify the **Before, After, and Line spacing** settings. Then click **OK**.

Exam Strategy You can quickly and consistently modify the spacing and indentation of all paragraphs of a specific style by modifying the style. Exam MO-100 requires that you demonstrate the manual application of paragraph formatting. Modifying and creating styles is part of the objective domain for Exam MO-101, "Microsoft Word Expert."

Apply built-in styles to text

Styles are named sets of paragraph and/or character formatting that you can use in place of manual formatting to produce a consistent look throughout a document. There are five types of styles: Character, Paragraph, Linked, Table, and List. The most common types of styles you will use are the following:

- **Paragraph styles** You can use these styles to apply consistent font formatting, indentation, spacing, and outline levels to different types of paragraphs, such as headings, body text, captions, quotations, and list items.

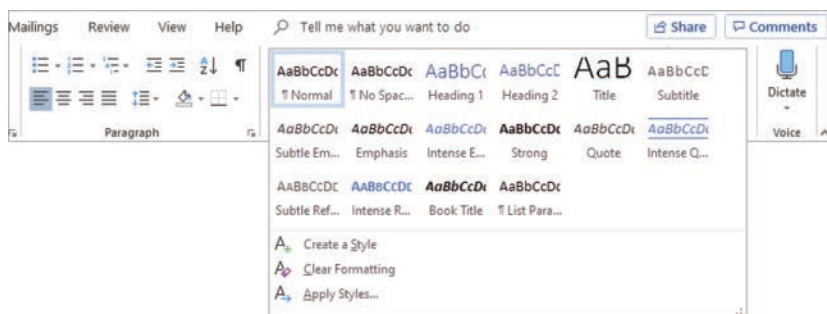
See Also Paragraph outline levels control the content of the Headings page of the Navigation pane and of tables of contents that you generate by using the Word feature. For information about the Navigation pane, see "Objective 1.1: Navigate within documents." For information about tables of contents, see "Objective 4.2: Create and manage reference tables."

- **Character styles** You can use these styles to change the appearance of individual characters, words, or sections of text without affecting the paragraph formatting.

By default, blank new documents are based on the Normal template, which includes a standard selection of styles that fit the basic needs of most documents. These styles include nine heading levels, various text styles including those for multiple levels of bulleted and numbered lists, index and table of contents entry styles, and many specialized styles such as those for hyperlinks, quotations, placeholders, and captions.

You can view the available styles in several locations, including the following:

- On the Home tab of the ribbon, the Styles gallery displays samples of selected styles. Part of the Styles gallery is always visible in the Styles group—the number of visible styles depends on the width of your program window and screen resolution. You can scroll the gallery pane or expand it to display all the styles at once.



The Styles gallery displaying the recommended built-in styles

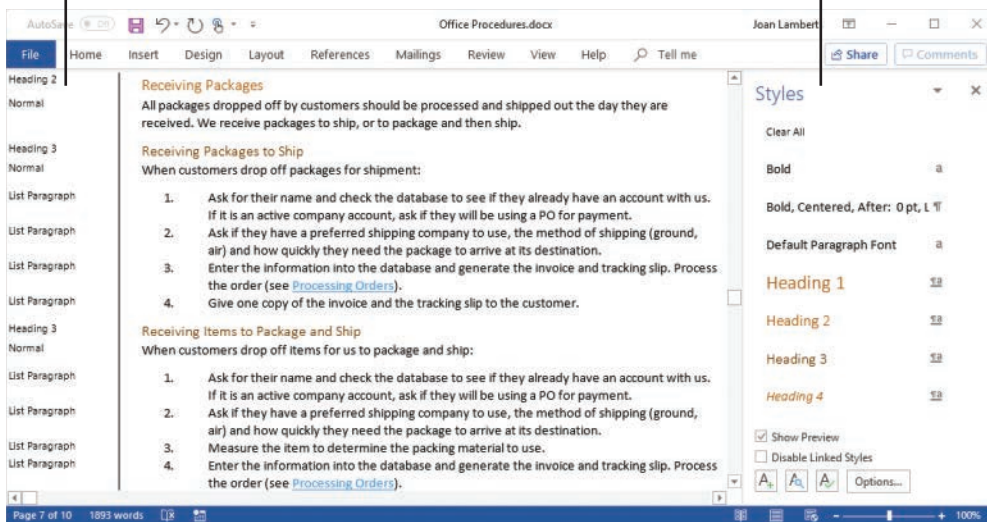
Tip Only styles that have been added to the Styles gallery appear in it; you can add, remove, and reorder the styles in the gallery to suit your needs.

- The Styles pane displays all the currently available styles or a subset thereof that you designate, such as only those that are currently in use. You can display or hide the Styles pane and configure it to display only style names (the default) or samples of the styles.

Tip On the right side of the Styles pane, paragraph marks indicate paragraph styles, the letter *a* identifies character styles, and a combination of the two identifies linked styles that can be applied to either paragraphs or characters. Pointing to any style displays a ScreenTip detailing the formatting included in the style.

Style area pane

Style pane



You can adjust the pane widths to maximize the content area

- At the left side of a document displayed in Draft view or Outline view, the *style area pane* displays the name of the style attached to each paragraph. (It does not display character styles.) You can turn on or off the display of the style area pane.

See Also For information about modifying the appearance of styles by changing style sets, see "Objective 1.2: Format documents."

To display the Styles pane in the program window

- On the **Home** tab, click the **Styles** dialog box launcher.

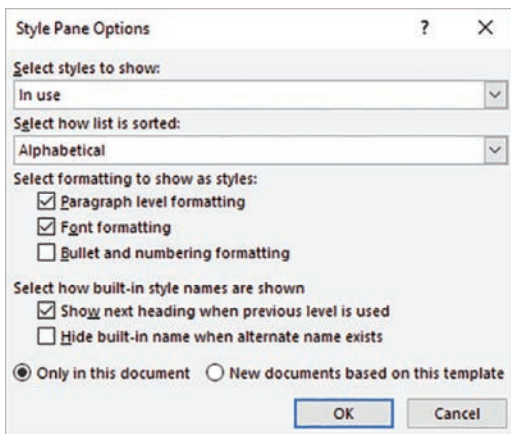
To display visual representations of styles in the Styles pane

- At the bottom of the **Styles** pane, select the **Show Preview** check box.

To display a specific category of styles in the Styles pane

1. At the bottom of the **Styles** pane, click **Options**.
2. In the **Style Pane Options** dialog box, do the following, and then click **OK**.
 - In the **Select styles to show** list, click **Recommended**, **In use**, **In current document**, or **All styles**.

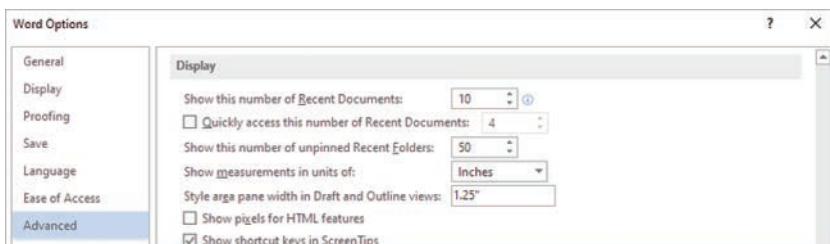
- In the **Select how list is sorted** list, click **Alphabetical, As Recommended, Font, Based on, or By type**.
- Select the check boxes for the types of formatting you want to show as styles.



To display styles and style modifications, select the Paragraph Level Formatting and Font Formatting check boxes

To turn on or off the display of the style area pane in the Draft and Outline views

1. Open the **Word Options** dialog box, and display the **Advanced** page.
2. In the **Display** area, enter a positive number in the **Style area pane width in Draft and Outline views** box.



Word displays the style area pane only if its width is set to a measurement greater than zero

3. In the **Word Options** dialog box, click **OK**.

To display the style area pane in a document

1. Display the document in Draft view or Outline view.
2. If necessary, turn on the display of the style area pane.

To apply a character style

1. Select the text you want to format, or position the cursor anywhere in a single word you want to format.
2. In the **Styles** pane or **Styles** gallery, click the character style you want to apply.

To apply a paragraph style

1. Select or position the cursor anywhere in the paragraph you want to format.
2. In the **Styles** pane or **Styles** gallery, click the paragraph style you want to apply.

To modify the content of the Styles gallery

- To add a style to the **Styles** gallery, right-click the style in the **Styles** pane, and then click **Add to Style Gallery**.
- To remove a style from the **Styles** gallery, right-click the style in the **Styles** pane or **Styles** gallery, and then click **Remove from Style Gallery**.

Exam Strategy Exam MO-100 requires you to demonstrate the ability to apply existing styles. Modifying existing styles and creating new styles are part of the objective domain for Exam MO-101, "Microsoft Word 2019 Expert."

Clear formatting and styles

From time to time, you might want to remove manually applied formatting or styles from document content.

To remove manually applied formatting

- Select the content that you want to revert to the settings of the applied styles, and then press **Ctrl+Spacebar**.

Objective 2.2 practice tasks

The practice file for these tasks is in the **MOSWord2019\Objective2** practice file folder. The folder also contains a result file that you can use to check your work.

- Open the **Word_2-2** document, display the Navigation pane and the Styles pane.
- From the Styles pane, do the following:
 - Display all the styles in the document, in alphabetical order.
 - Select all paragraphs that are formatted as *Heading 3*.
 - Apply the *Heading 2* style to the selected paragraphs. Note the document structure change in the Navigation pane.
- Move to the beginning of the document, and do the following:
 - Apply the *Heading 1* style to the *Financial Summary* heading. Note the document structure change in the Navigation pane.
 - Use the Format Painter to copy the style from the *Financial Summary* heading to the *Financial Statements* and *Statement Notes* headings.
 - Set the paragraph spacing for the entire document to *Relaxed*.
- Immediately after the document title, select the text *A Brief Review of Our Finances*. Then do the following:
 - Apply the *Fill: Green, Accent color 3; Sharp Bevel* text effect to the selected text.
 - Center the paragraph horizontally on the page.
 - Change the space before the *Financial Summary* heading from 20 pt to 12 pt.
- Save the **Word_2-2** document. Open the **Word_2-2_results** document and compare the two documents to check your work. Then close the open documents.

Objective 2.3: Create and configure document sections

The skills being tested by this objective are those related to controlling the layout of document content on pages by inserting custom page breaks, creating document sections that display content differently from the main document, and laying out the content of a document or section in columns.

You can format text in multiple columns, and manually divide a document into pages or sections. When you define sections, you can set up the pages of each section differently from other sections of the document.

The screenshot displays a document with several sections and columns. On the left, there is a purple square logo with the letters 'OTSI' in white. To its right, there is a paragraph of text: 'The OTSI team has designed, created, and produced technical content since the 1990s. We began by specializing in Microsoft Office and Windows training products for information workers and home computer users. We then expanded our skillset to include technical training, courseware, and certification products.' Below this is a section header 'AMERICA'S FINEST PUBLISHING TEAM' followed by two paragraphs of text. To the right of this text is a section header 'OUR SERVICES' followed by a paragraph of text. Below this is a section header 'OUR SERVICES' followed by three paragraphs of text, each in a different color (purple, blue, and red). The text in these paragraphs is formatted with bold and italicized words, and some words are underlined. The document is divided into sections by horizontal lines and columns by vertical lines.

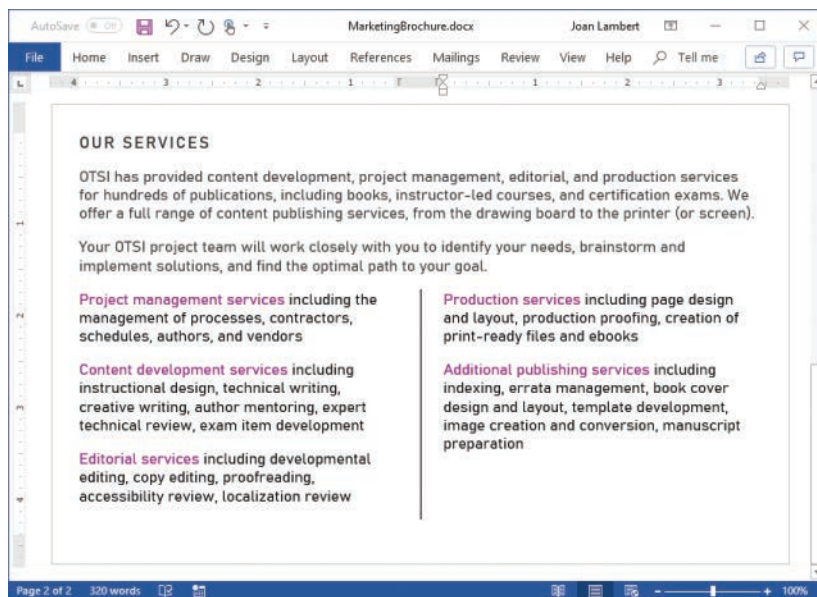
By using sections, you can easily include multiple page configurations in one document

Display content in columns

By default, Word 2019 displays the content of a document in one column that spans the width of the page between the left and right margins. You can choose to display content in two or more columns to create layouts like those used in newspapers and magazines.

You can format an entire document or a section of a document in columns. When you select part of a document and format it in columns, Word inserts section breaks at the beginning and end of the selection to delineate the area in which the columnar

formatting is applied. Content fills the first column on each page and then moves to the top of the next column. When all the columns on one page are full, the content moves to the next page. You can insert *column breaks* to specify where you want to end one column and start another. Section breaks and column breaks are visible when you display formatting marks in the document.



The ruler displays the column settings and the indent settings for the currently active column

When dividing text into columns, you can choose one, two, or three columns of equal width or two columns of unequal width. If the standard options don't suit your needs, you can specify the number and width of columns. The number of columns is limited by the width and margins of the page. Each column must be at least a half inch (or 1.27 centimeter) wide.

When you format selected content to display columns, Word automatically inserts section breaks before and after the selected content. (If you format an entire document in columns, no section breaks are inserted.)

To format selected text into simple columns

- On the **Layout** tab, in the **Page Setup** group, click the **Columns** button, and then click the standard column configuration you want.

To manually break column content

- Position the cursor where you want to insert the column break, and then do either of the following:
 - On the **Layout** tab, in the **Page Setup** group, click the **Breaks** button, and then in the **Page Breaks** section, click **Column**.
 - Press **Ctrl+Shift+Enter**.

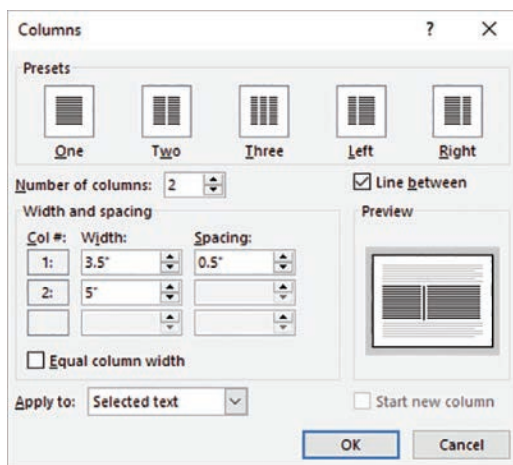
To format all or part of a document in built-in column configurations

1. Do either of the following:
 - To format all of the document content in columns, position the cursor anywhere in the document, but do not select content.
 - To format part of the document content in columns, select the contiguous content.
2. On the **Layout** tab, in the **Page Setup** group, click the **Columns** button, and then do either of the following:
 - To format the content in columns of equal width, click **Two** or **Three** (specifying the number of columns).
 - To format the content into one narrow and one wide column, click **Left** or **Right** (specifying the location of the narrow column).

To format content in a preset column configuration

1. Select the contiguous content you want to format in columns, or to format the entire document, position the cursor in the document without selecting content.
2. On the **Layout** tab, in the **Page Setup** group, click the **Columns** button, and then click **More Columns**.
3. In the **Columns** dialog box, do the following, and then click **OK**:
 - In the **Number of columns** box, enter or select the number of columns (up to 16) that you want to configure.
 - Clear the **Equal column width** check box.

- In the **Width and spacing** area, set the width of each nonstandard column and the space between it and the next column. Word automatically updates the width and spacing of other columns to equal the total available space.



Configure content in up to 16 columns

To display lines between columns

- In the **Columns** dialog box, select the **Line between** check box.

To insert a manual column break

- Position the cursor to the left of the text that you want to start the next column, and then do either of the following:
 - On the **Layout** tab, in the **Page Setup** group, click the **Breaks** button, and then click **Column**.
 - Press **Ctrl+Shift+Enter**.

To revert content to a single column

- Position the cursor in the columnar section, and then do any of the following:
 - On the **Layout** tab, in the **Page Setup** group, click the **Columns** button, and then click **One**.
 - Open the **Columns** dialog box. In the **Presets** area, click **One**. Then click **OK**.
 - Delete the section break that defines the columnar section.

Define document pages and sections

When the content of a document exceeds the amount that will fit within the margins of a single page, Word creates a new page by inserting a *soft page break* (a page break that moves if the preceding content changes). If you want to break a page in a place other than where Word would normally break it, you can insert a manual page break. The content after the page break moves to the top of the next page.

Tip As you edit the content of a document, Word changes the location of the soft page breaks, but not of any manual page breaks that you insert.

If you want to control the page layout more specifically, you can insert a section break. Section breaks have two purposes:

- They can act as a “smart” page break and move the following content to the next page, the next even page, or the next odd page.
- They can fence off a portion of document content that you want to format differently from other content.

You divide a document into sections by inserting a section break at the beginning of each new section. (It is not necessary to have a section break at the beginning or end of a document.) You can choose from three types of section breaks:

- Continuous starts the new section on the same page.
- Next Page breaks the page before beginning the new section.
- Even Page begins the new section at the top of the next even-numbered page.
- Odd Page begins the new section at the top of the next odd-numbered page.

For each section, you can configure independent page setup options, including:

- Margins
- Pages to print per sheet
- Line numbers
- Orientation
- Headers and footers
- Borders
- Paper size
- Vertical alignment
- Shading

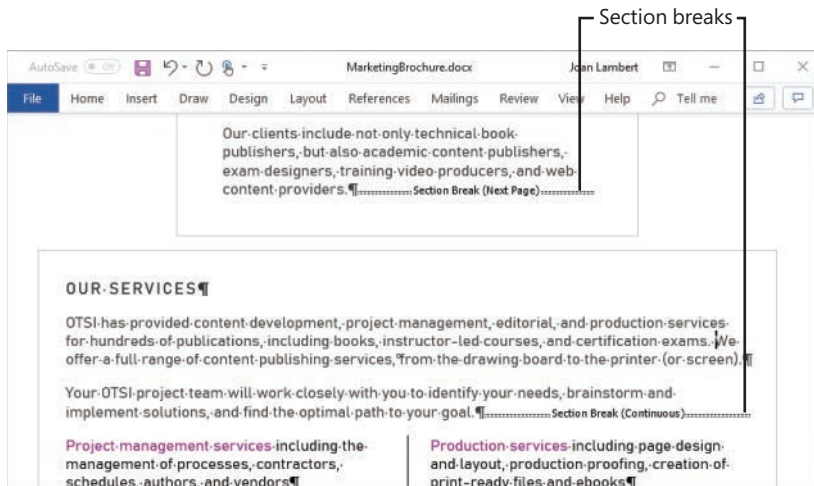
You can also format the content within a section into columns, as discussed in the previous topic of this section.

See Also For information about configuring page setup options for a document, see “Objective 1.2: Format documents.”

A common use of section breaks is to set off content that you want to orient vertically on a page from content that you want to orient horizontally so that a single document can include both portrait and landscape pages.

Page and section breaks are visible in a document when paragraph and other formatting marks are shown. When working in a document that includes breaks, display the formatting marks for two reasons: so you don’t accidentally move or delete page, column, or section breaks, and so you can locate the breaks if you want to move or delete them.

When displaying formatting marks, all types of manually placed breaks are shown. Page breaks are represented by dotted lines, section breaks by double-dotted lines, and column breaks by double-spaced dotted lines. Each type of break also has a text label.



Breaks are shown with other formatting marks, as labeled, double-dotted lines

If you want a paragraph of text to start a new page regardless of other changes in the document content, you can configure the paragraph formatting to include a page break. When you use this method, the page break is not shown with the formatting marks.

To divide a document into sections

1. Position the cursor at the beginning of the content with which you want to start the new section.
2. On the **Layout** tab, in the **Page Setup** group, click the **Breaks** button.
3. On the **Breaks** menu, in the **Section Breaks** section, click **Next Page**, **Continuous**, **Even Page**, or **Odd Page** to define the starting page of the new section.

To insert a manual page break

1. Position the cursor to the left of the content that you want to start the new page.
2. Do any of the following:
 - On the **Insert** tab, in the **Pages** group, click the **Page Break** button.
 - On the **Layout** tab, in the **Page Setup** group, click the **Breaks** button, and then in the list, click **Page**.
 - Press **Ctrl+Enter**.

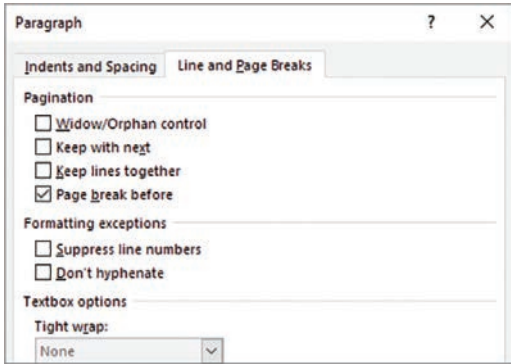
To open the Paragraph dialog box

- On the **Home** tab, in the **Paragraph** group, click the dialog box launcher.

To force a page break before a specific paragraph

1. Position the cursor anywhere in the paragraph.
2. Open the **Paragraph** dialog box, and display the **Line and Page Breaks** tab.

3. In the **Pagination** area, select the **Page break before** check box. Then click **OK**.



You can configure a page break as part of the paragraph formatting

Tip If a page break should always appear before a specific type of paragraph, such as a heading, you can incorporate the Page Break Before setting into the paragraph's style.

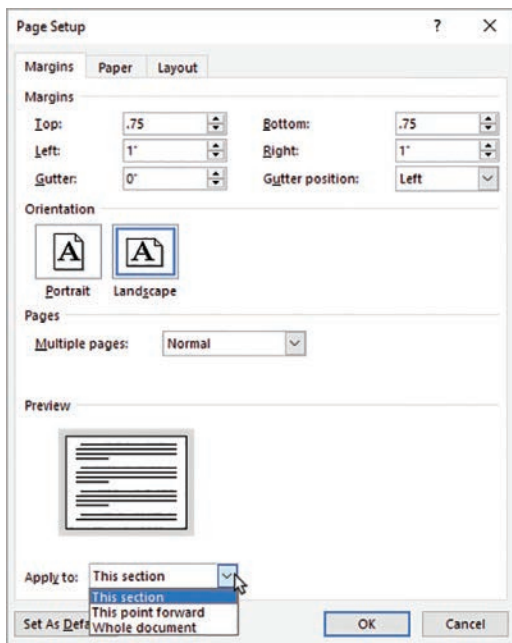
To insert a section break

- On the **Layout** tab, in the **Page Setup** group, click the **Breaks** button, and then in the **Section Breaks** section, click one of the following:
 - To create a section that does not affect page breaks, click **Continuous**.
 - To create a section that starts content on the next page, click **Next Page**.
 - To create a section that starts content on the next even-numbered page, click **Even Page**.
 - To create a section that starts content on the next odd-numbered page, click **Odd Page**.

To specify different settings for a document section

- Position the cursor anywhere in the section you want to format, and then do either of the following:
 - On the **Layout** tab, in the **Page Setup** group, change the **Margins**, **Orientation**, **Size**, **Columns**, **Line Numbers**, or **Hyphenation** setting. The change will apply to the current section only.

- Open the **Page Setup** dialog box. On the **Margins, Paper, and Layout** tabs, configure the settings that you want to change for the current section. In the **Apply to** list, click **This section**. Then click **OK**.



This Section appears in the Apply To list only when the document contains multiple sections

To display formatting marks (including page, section, and column breaks)

- On the **Home** tab, in the **Paragraph** group, click the **Show/Hide ¶** button.
- Press **Ctrl+Shift+8 (Ctrl+*)**.

To remove a manual page break or section break

1. Display formatting marks.
2. Do any of the following:
 - Click in the left margin to select the page break or section break paragraph.
 - Drag to select the page break or section break marker.
 - Position the cursor to the left of the page break or section break marker.
3. Press **Delete**.

Objective 2.3 practice tasks

The practice file for these tasks is in the **MOSWord2019\Objective2** practice file folder. The folder also contains a result file that you can use to check your work.

- ▶ Open the **Word_2-3** document, and do the following:
 - Near the beginning of the document, insert a page break before the *Process* heading.
 - Select the *Questions for Team Leaders* and *Questions for Department Reps* headings and the lists that follow them. Format the selection in two columns of equal width. Set the space between the columns to **0.3"** and place a vertical line between the columns.
 - If necessary, insert a column break before the *Questions for Department Reps* heading so that each list is in its own column.
 - In the *Pre-Plan Project* section, select the heading, the paragraph, and the list items. Format each of the selected paragraphs to stay on the same page as the paragraph that follows it, and to keep all the lines of each paragraph together.
 - Near the end of the document, locate the *Carry out project* section. Create a separate document section that contains only the content of the *Carry out project* section, on its own page. For only this section, set the orientation to *Landscape* and all four margins to **2"**.
 - Preview the document on the Print page of the Backstage view to verify the changes.
- ▶ Save the **Word_2-3** document. Open the **Word_2-3_results** document and compare the two documents to check your work. Then close the open documents.

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