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| Airline ticket art | Nội dung ôn tập Word Specialist  Candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 1 Create and manage documents2 Format text, paragraphs, and sections3 Create tables and lists4 Create and manage references5 Insert and format graphic elements |

# 1. Create and manage documents

## 1.1 Create documents

## 1.2 Navigate through documents

## 1.3 Format documents

## 1.4 Customize document options and views

## 1.5 Print and save documents

|  |  |
| --- | --- |
| Create documents | Create blank and custom documents from templates  Open a PDF in Word for editing |
| Navigate through documents | Search for text  Insert hyperlinks  Create bookmarks  Move to a specific location or object in a document |
| Format documents | Modify page setup  Apply document themes  Apply style sets  Insert headers and footers  Insert page numbers  Format page background elements |
| Customize document options and views | Change document views  Customize views by using zoom settings  Customize the Quick Access Toolbar  Split the window  Add and modify document properties  Show or hide formatting symbols |
| Print and save documents | Modify print settings  Save documents in alternative file formats  Inspect documents for issues |

# 2. Format text, paragraphs, and sections

## 2.1 Insert text and paragraphs

## 2.2 Format text and paragraphs

## 2.3 Order and group text and paragraphs

|  |  |
| --- | --- |
| Insert text and paragraphs | Insert symbols and special characters  Automatically insert text strings  Insert text from another file  Paste content in alternative formats  Replace text |
| Format text and paragraphs | Format text  Format paragraphs  Apply built-in styles to text  Create WordArt objects  Clear formatting and styles |
| Order and group text and paragraphs | Define document pages and sections  Display content in columns |

# 3. Create tables and lists

## 3.1 Create tables

## 3.2 Modify tables

## 3.3 Create and modify lists

|  |  |
| --- | --- |
| Create tables | Create tables from scratch or from text  Apply table styles |
| Modify tables | Sort table data  Modify table structure |
| Create and modify lists | Create and manage bulleted lists  Create and manage numbered lists |

# 4. Create and manage

# References

## 4.1 Create and manage reference markers

## 4.2 Create and manage simple references

|  |  |
| --- | --- |
| Create and manage reference markers | Create and manage footnotes and endnotes  Create and manage bibliography citation sources  Insert figure and table captions |
| Create and manage simple references | Create and manage tables of contents  Create cover pages |

# 5. Insert and format

# graphic elements

## 5.1 Insert graphic elements

## 5.2 Format graphic elements

## 5.3 Insert and format SmartArt graphics

|  |  |
| --- | --- |
| Insert graphic elements | Insert and modify shapes  Insert images  Insert text boxes |
| Format graphic elements | Visually format objects  Control the placement of objects within text  Provide alternative text for accessibility |
| Insert and format SmartArt graphics | Create and populate SmartArt graphics  Format SmartArt graphics  Modify SmartArt graphic content |