

Word 2016 BETA Candidate Profile

- Participants must be a native English speaker, even if not living in an English-speaking country. The BETA exam will only be offered in English.
- Participants will have a fundamental understanding of the Word environment and the ability to complete tasks independently.
- Participants will demonstrate the correct application of the principal features of Word 2016 by creating and editing 2 to 3 page documents for a variety of situations. Document examples include professional-looking reports, multi-column newsletters, resumes, and business correspondence.
- Participants roles may include students, business information workers, clerical workers, educators, and others.
- Participants will demonstrate a range of knowledge and skills in the following list:
 - Saves in appropriate document types (.doc, .docs, .pdf, .dotx)
 - Saves to alternative locations
 - Adds to document (file) properties
 - Applies character and paragraph formatting and styles
 - Applies a built-in style set
 - Inserts text
 - Uses auto-correct
 - Applies paragraph spacing (compact, tight, open)
 - Aligns indents and line spacing across a document
 - Uses a list and multi-level list
 - Inserts and formats an image
 - Applies a theme
 - Wraps text around an object
 - Inserts and formats SmartArt graphic and a table
 - Uses a template
 - Inserts a reference element
 - Formats a document
 - Adds cell padding to a table
 - Divides content into sections and columns
 - Uses the Format Painter
 - Inserts a Table of Contents