

Word 2010

Skills Being Measured This exam measures your ability to accomplish the technical tasks listed below. The percentages indicate the relative weight of each major topic area on the exam. The higher the percentage, the more questions you are likely to see on that content area on the exam.

The information after "This objective may include but is not limited to" is intended to further define or scope the objective by describing the types of skills and topics that may be tested for the objective. However, it is not an exhaustive list of skills and topics that could be included on the exam for a given skill area. You may be tested on other skills and topics related to the objective that are not explicitly listed here.

Sharing and Maintaining Documents

- Apply different views to a document.
 - This objective may include but is not limited to: selecting zoom options, splitting and arranging windows (View Side by Side, Synchronous Scrolling), document views (reorganizing a document outline, master documents, subdocuments, web layout, draft), switching windows, opening a document in a new window
- Apply protection to a document.
 - This objective may include but is not limited to: applying protection by using the Microsoft Office Backstage view commands (applying controls and restrictions to document access, password-protect a document, Mark as Final), applying protection by using ribbon commands
- Manage document versions.
 - This objective may include but is not limited to: Recover draft versions, Delete all draft versions
- Share documents.
 - This objective may include but is not limited to: sending documents via E-mail, SkyDrive, or internet fax, changing file types, creating PDF documents, creating and publishing a blog post, registering a blog account
- Save a Document.
 - This objective may include but is not limited to: using compatibility mode, protected mode, and Save As options
- Apply a template to a document.
 - This objective may include but is not limited to: finding templates (locating a template on your disk, finding templates on the web)

Formatting Content

- Apply font and paragraph attributes.
 - This objective may include but is not limited to: Apply character attributes, apply styles, use Format Painter
- Navigate and search through a document.
 - This objective may include but is not limited to: using the Navigation Pane (headings, pages, results), Go To, Browse by button, and Highlight features, and setting Find and Replace options (format, special)
- Apply indentation and tab settings to paragraphs.
 - This objective may include but is not limited to: applying indents (first line, hanging), setting tabs, using the Tabs dialog box, setting tabs on the ruler, clearing tabs, setting tab stops, and moving tab stops
- Apply spacing settings to text and paragraphs.
 - This objective may include but is not limited to: Line spacing, paragraph spacing
- Create tables.
 - This objective may include but is not limited to: using the Insert Table dialog box, using Draw Table,

inserting a Quick Table, converting text to tables, and using a table to control page layout

- Manipulate tables in a document.
 - This objective may include but is not limited to: sorting content, adding a row to a table, adding a column to a table, splitting, merging, moving, resizing, and deleting a row or column, defining the header row, converting tables to text, and viewing gridlines
- Apply bullets to a document.
 - This objective may include but is not limited to: applying bullets, selecting a symbol format, defining a picture to be used as a bullet, using AutoFormat, and promoting or demoting bullet levels

Applying Page Layout and Reusable Content

- Apply and manipulate page setup settings.
 - This objective may include but is not limited to: setting margins, non-breaking spaces, hyphenation, and columns, working with breaks, forcing a page break, inserting a section break (continuous, Next page, Next Odd, Next Even), and inserting a blank page into a document
- Apply themes.
 - This objective may include but is not limited to: Use a theme to apply formatting, customize a theme
- Construct content in a document by using the Quick Parts tool.
 - This objective may include but is not limited to: adding built-in building blocks (quotes, text boxes, headers, footers, cover pages, watermarks, equations)
- Create and manipulate page backgrounds.
 - This objective may include but is not limited to: formatting a document's background, setting a colored background, adding a watermark, and placing page borders
- Create and modify headers and footers.
 - This objective may include but is not limited to: inserting and formatting page numbers, inserting the current date and time, inserting a built-in header or footer, adding content to a header or footer (custom dialog box, manual entry), deleting a header or footer, changing margins, and applying a different first page attribute

Including Illustrations and Graphics in a Document

- Insert and format Pictures in a document.
 - This objective may include but is not limited to: adding captions, applying artistic effects and picture styles, compressing pictures, modifying a shape, adjusting position and size, and inserting screenshots
- Insert and format shapes, WordArt, and SmartArt.
 - This objective may include but is not limited to: adding text to a shape, modifying text on a shape, adding captions, setting shape styles (border, text), and adjusting position and size
- Insert and format Clip Art.
 - This objective may include but is not limited to: Organizing ClipArt, captions, artistic effects, compress pictures, corrections, modify the shape, reset, picture styles, arrange options, size
- Apply and manipulate text boxes.
 - This objective may include but is not limited to: Format, save selection to text box gallery, text box styles, text direction, shadow effects, 3-D effects, arrange options

Proofreading documents

- Validate content by using spelling and grammar checking options
 - This objective may include but is not limited to: Grammar and style options
- Configure AutoCorrect settings
 - This objective may include but is not limited to: Add, remove, exceptions, AutoCorrect dialog

- Insert and modify comments in a document
 - This objective may include but is not limited to: inserting a comment, editing a comment, deleting a comment, and viewing a comment (view comments from another user, view comments inline, view comments as balloons)

Applying References and Hyperlinks

- Apply a hyperlink.
 - This objective may include but is not limited to: Hyperlink using text, hyperlink using graphic, headings and bookmarks, create new document, E-mail address
- Create Endnotes and Footnotes in a document.
 - This objective may include but is not limited to: Manage footnote and endnote location, configure footnote and endnote format, presentation, and numbering
- Create a Table of Contents in a document.
 - This objective may include but is not limited to: Default formats, show levels, alignment, tab leader, formats, options, modify styles, update table

Performing Mail Merge Operations

- Setup mail merge
 - This objective may include but is not limited to: Perform a mail merge using the Mail Merge Wizard, perform a mail merge manually, Auto check for errors
- Execute mail merge
 - This objective may include but is not limited to: Print, preview