

Word 2010 Expert

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

- Configure Word options.
 - This objective may include but is not limited to: changing default program, spelling, and grammar checking options
- Apply protection to a document.
 - This objective may include but is not limited to: restricting editing and applying controls or restrictions to document access
- Apply a template to a document.
 - This objective may include but is not limited to: modifying an existing template, creating a new template, applying a template to an existing document, and managing templates by using the Organizer

Formatting Content

- Apply advanced font and paragraph attributes.
 - This objective may include but is not limited to: using character attributes and character-specific styles
- Create tables and charts.
 - This objective may include but is not limited to: inserting tables by using Microsoft Excel data in tables, applying formulas or calculations on a table, modifying chart data, saving a chart as a template, and using the chart Layout tab
- Construct reusable content in a document.
 - This objective may include but is not limited to: creating customized building blocks, saving a selection as a quick part, saving quick parts after a document is saved, inserting text as a quick part, and adding content to a header or footer
- Link sections.
 - This objective may include but is not limited to: linking text boxes, breaking links between text boxes, and linking different sections

Tracking and Referencing Documents

- Review, compare, and combine documents.
 - This objective may include but is not limited to: applying tracking, merging different versions of a document, tracking changes in a combined document, and reviewing comments in a combined document
- Create a reference page.
 - This objective may include but is not limited to: adding citations, managing sources, compiling a bibliography, and applying cross references
- Create a Table of Authorities in a document.

- This objective may include but is not limited to: applying default formats, adjusting alignment, applying a tab leader, modifying styles, marking citations, and using passim (short form)
- Create an index in a document.
 - This objective may include but is not limited to: specifying index type, columns, and language, modifying an index, and marking index entries

Performing Mail Merge Operations

- Execute Mail Merge.
 - This objective may include but is not limited to: merging rules and sending personalized email messages to multiple recipients
- Create a Mail Merge by using other data sources.
 - This objective may include but is not limited to: using Microsoft Outlook, Access, Excel, or Word tables as data source for a mail merge operation
- Create labels and forms.
 - This objective may include but is not limited to: preparing data and creating mailing labels, envelope forms, and label forms

Managing Macros and Forms

- Apply and manipulate macros.
 - This objective may include but is not limited to: recording a macro, running a macro, and applying macro security
- Apply and manipulate macro options.
 - This objective may include but is not limited to: running macros when a document is opened, running macros when a button is clicked, assigning a macro to a command button, and creating a custom macro button on the Quick Access Toolbar
- Create forms.
 - This objective may include but is not limited to: using the Controls group, adding Help content to form fields, linking a form to a database, and locking a form
- Manipulate forms.
 - This objective may include but is not limited to: unlocking a form, adding fields to a form, and removing fields from a form