

Word 2013

A core-level candidate for the Microsoft Word 2013 exam should have a fundamental understanding of the Word environment and the ability to complete tasks independently. They should know and demonstrate the correct application of the principal features of Word 2013. These candidates should be able to create and edit 2-3 page documents for a variety of purposes and situations. Examples include professional-looking reports, multi-column newsletters, résumés, and business correspondence. Candidate roles might include students, clerical workers, instructors, and others.

Objective Domain: MOS Word 2013

1.0 Create and Manage Documents

- **1.1 Create a Document**

This objective may include but is not limited to: creating new blank documents, creating new documents using templates, opening non-native files directly in Word, opening a PDF in Word for editing

- **1.2 Navigate through a Document**

This objective may include but is not limited to: searching for text within document, inserting hyperlinks, creating bookmarks, using Go To

- **1.3 Format a Document**

This objective may include but is not limited to: modifying page setup, changing document themes, changing document style sets, inserting simple headers and footers, inserting watermarks, inserting page numbers

- **1.4 Customize Options and Views for Documents**

This objective may include but is not limited to: changing document views, using zoom, customizing the Quick Access toolbar, customizing the Ribbon, splitting the window, adding values to document properties, using Show/Hide, recording simple macros, assigning shortcut keys, managing macro security

- **1.5 Configure Documents to Print or Save**

This objective may include but is not limited to: configuring documents to print, saving documents in alternate file formats, printing document sections, saving files to remote locations, protecting documents with passwords, setting print scaling, maintaining backward compatibility

2.0 Format Text, Paragraphs, and Sections

- **2.1 Insert Text and Paragraphs**

This objective may include but is not limited to: adding text to documents, finding and replacing text, copying and pasting text, inserting text via AutoCorrect, removing blank paragraphs, inserting built-in fields, inserting special characters (©, ™, £)

- **2.2 Navigate through a Document**

This objective may include but is not limited to: changing font attributes, using Find and Replace to format text, using Format Painter, setting paragraph spacing, setting line spacing, clearing existing formatting, setting indentation, highlighting text selections, adding styles to text, changing text to WordArt, modifying existing style attributes

- **2.3 Order and Group Text and Paragraphs**

This objective may include but is not limited to: preventing paragraph orphans, inserting breaks to

create sections, using multiple columns to organize content, using headings to organize content (outline), forcing page breaks

3.0 Create Tables and Lists

- **3.1 Create a Table**

This objective may include but is not limited to: converting text to tables, converting tables to text, defining table dimensions, setting AutoFit options, using Quick Tables, using headings for table rows and columns

- **3.2 Modify a Table**

This objective may include but is not limited to: applying styles to tables, modifying fonts within tables, sorting table data, configuring cell margins, using formulas, modifying table dimensions, merging cells

- **3.3 Create and Modify a List**

This objective may include but is not limited to: adding numbering or bullets, creating custom bullets, modifying list indentation, modifying line spacing, increasing and decreasing list levels, modifying numbering

4.0 Apply References

- **4.1 Create Endnotes, Footnotes, and Citations**

This objective may include but is not limited to: inserting endnotes, managing footnote locations, configuring endnote formats, modifying footnote numbering, inserting citation placeholders, inserting citations, inserting bibliography, changing citation styles

- **4.2 Create Captions**

This objective may include but is not limited to: adding captions, setting caption positions, changing caption formats, changing caption labels, excluding labels from captions

5.0 Insert and Format Objects

- **5.1 Insert and Format Building Blocks**

This objective may include but is not limited to: inserting Quick Parts, inserting textboxes, utilizing Building Blocks Organizer, customizing building blocks

- **5.2 Insert and Format Shapes and SmartArt**

This objective may include but is not limited to: inserting simple shapes, inserting SmartArt, modifying SmartArt properties (color, size, shape), wrapping text around shapes, positioning shapes

- **5.3 Insert and Format Images**

This objective may include but is not limited to: inserting images, applying artistic effects, applying picture effects, modifying image properties (color, size, shape), adding Quick Styles to images, wrapping text around images, positioning images