

MOS Word Expert 2013 – Part 1

Objective Domain

1.0 Manage and Share Documents

1.2 Prepare Documents for Review

This objective may include but is not limited to: setting tracking options, limiting authors, restricting editing, deleting document draft version, removing document metadata, marking as final, protecting a document with a password

2.0 Design Advanced Documents

2.1 Apply Advanced Formatting

This objective may include but is not limited to: using wildcards in find and replace searches, creating custom field formats, setting advanced layout options, setting character space options, setting advanced character attributes, creating and breaking section links, linking textboxes

2.2 Apply Advanced Styles

This objective may include but is not limited to: creating custom styles, customizing settings for existing styles, creating character-specific styles, assigning keyboard shortcuts to styles

3.0 Create Advanced References

3.3 Manage Forms, Fields, and Mail Merge Operations

This objective may include but is not limited to: adding custom fields, modifying field properties, adding controls, modifying control properties, performing mail merges, managing recipient lists, inserting merged fields, previewing results

4.0 Create Custom Word Elements

4.1 Create and Modify Building Blocks

This objective may include but is not limited to: creating custom building blocks, saving selections as Quick Parts, editing building block properties, deleting building blocks

4.2 Create Custom Style Sets and Templates

This objective may include but is not limited to: creating custom color themes, creating custom font themes, creating custom templates, creating and managing style sets

MOS Word Expert 2013 – Part 2

Objective Domain

1.0 Manage and Share Documents

1.1 Manage Multiple Documents

This objective may include but is not limited to: modifying existing templates, merging multiple documents, managing versions of documents, copying styles from template to template, using the style organizer, copying macros from document to document, linking to external data, moving building blocks between documents

1.3 Manage Document Changes

This objective may include but is not limited to: tracking changes, managing comments, using markup options, resolving a multi-document style conflicts, displaying all changes

2.0 Design Advanced Documents

2.3 Apply Advanced Ordering and Grouping

This objective may include but is not limited to: creating outlines, promoting sections in outlines, creating master documents, inserting subdocuments, linking document elements

3.0 Create Advanced References

3.1 Create and Manage Indexes

This objective may include but is not limited to: creating indexes, updating indexes, marking index entries, using index auto-mark files

3.2 Create and Manage Reference Tables

This objective may include but is not limited to: creating a table of contents, creating a table of figures, a formatting table of contents, updating a table of authorities, setting advanced reference options (captions, footnotes, citations)

4.0 Create Custom Word Elements

4.3 Prepare a document for Internationalization and Accessibility

This objective may include but is not limited to: configuring language options in documents, adding alt-text to document elements, creating documents for use with accessibility tools, managing multiple options for +Body and +Heading fonts, utilizing global content standards, modifying Tab order in document elements and objects