

## Microsoft Word

Skills Required for the Microsoft® Office Specialist Word Exam MO-100:

Objective Domain				Lesson
<b>1</b>	<b>Manage Documents</b>			
	<b>1.1</b>	<b>Navigate within documents</b>		
		1.1.1	Search for text	2, 5
		1.1.2	Link to locations within documents	5
		1.1.3	Move to specific locations and objects in documents	5
		1.1.4	Show and hide formatting symbols and hidden text	2
	<b>1.2</b>	<b>Format documents</b>		
		1.2.1	Set up document pages	4
		1.2.2	Apply style sets	4
		1.2.3	Insert and modify headers and footers	4
		1.2.4	Configure page background elements	4
	<b>1.3</b>	<b>Save and share documents</b>		
		1.3.1	Save documents in alternative file formats	1
		1.3.2	Modify basic document properties	1
		1.3.3	Modify print settings	5
		1.3.4	Share documents electronically	5
	<b>1.4</b>	<b>Inspect documents for issues</b>		
		1.4.1	Locate and remove hidden properties and personal information	5
		1.4.2	Locate and correct accessibility issues	5
		1.4.3	Locate and correct compatibility issues	5
<b>2</b>	<b>Insert and Format Text, Paragraphs, and Sections</b>			
	<b>2.1</b>	<b>Insert text and paragraphs</b>		
		2.1.1	Find and replace text	2
		2.1.2	Insert symbols and special characters	2
	<b>2.2</b>	<b>Format text and paragraphs</b>		
		2.2.1	Apply text effects	3
		2.2.2	Apply formatting by using Format Painter	3
		2.2.3	Set line and paragraph spacing and indentation	3
		2.2.4	Apply built-in styles to text	3
		2.2.5	Clear formatting	3
	<b>2.3</b>	<b>Create and configure document sections</b>		
		2.3.1	Format text in multiple columns	4
		2.3.2	Insert page, section, and column breaks	4
		2.3.3	Change page setup options for a section	4

Objective Domain				Lesson
<b>3</b>	<b>Manage Tables and Lists</b>			
	<b>3.1</b>	<b>Create tables</b>		
		3.1.1	Convert text to tables	6
		3.1.2	Convert tables to text	6
		3.1.3	Create tables by specifying rows and columns	6
	<b>3.2</b>	<b>Modify tables</b>		
		3.2.1	Sort table data	6
		3.2.2	Configure cell margins and spacing	6
		3.2.3	Merge and split cells	6
		3.2.4	Resize tables, row, and columns	6
		3.2.5	Split tables	6
		3.2.6	Configure a repeating row header	6
	<b>3.3</b>	<b>Create and modify lists</b>		
		3.3.1	Format paragraphs as numbered and bulleted lists	3
		3.3.2	Change bullet characters and number formats	3
		3.3.3	Define custom bullet characters and number formats	3
		3.3.4	Increase and decrease list levels	3
		3.3.5	Restart and continue list numbering	3
		3.3.6	Set starting number values	3
<b>4</b>	<b>Create and Manage References</b>			
	<b>4.1</b>	<b>Create and manage reference elements</b>		
		4.1.1	Insert footnotes and endnotes	8
		4.1.2	Modify footnote and endnote properties	8
		4.1.3	Create and modify bibliography citation sources	8
		4.1.4	Insert citations for bibliographies	8
	<b>4.2</b>	<b>Create and manage reference tables</b>		
		4.2.1	Insert table of contents	8
		4.2.2	Customize table of contents	8
		4.2.3	Insert bibliographies	8
<b>5</b>	<b>Insert and Format Objects</b>			
	<b>5.1</b>	<b>Insert and Format Graphic Elements</b>		
		5.1.1	Insert shapes	7
		5.1.2	Insert pictures	7
		5.1.3	Insert 3D models	7
		5.1.4	Insert SmartArt graphics	7
		5.1.5	Insert screenshots and screen clippings	7
		5.1.6	Insert text boxes	7

Objective Domain				Lesson
	<b>5.2</b>	<b>Format illustrations and text boxes</b>		
		5.2.1	Apply artistic effects	7
		5.2.2	Apply picture effects and picture styles	7
		5.2.3	Remove picture backgrounds	7
		5.2.4	Format graphic elements	7
		5.2.5	Format SmartArt graphics	7
		5.2.6	Format 3D models	7
	<b>5.3</b>	<b>Add text to graphic elements</b>		
		5.3.1	Add and modify text in text boxes	7
		5.3.2	Add and modify text in shapes	7
		5.3.3	Add and modify SmartArt graphic content	7
	<b>5.4</b>	<b>Modify graphic elements</b>		
		5.4.1	Position objects	7
		5.4.2	Wrap text around objects	7
		5.4.3	Add alternative text to objects for accessibility	7
<b>6</b>	<b>Manage Document Collaboration</b>			
	<b>6.1</b>	<b>Add and Manage Comments</b>		
		6.1.1	Add comments	8
		6.1.2	Review and reply to comments	8
		6.1.3	Resolve comments	8
		6.1.4	Delete comments	8
	<b>6.2</b>	<b>Manage Change Tracking</b>		
		6.2.1	Track changes	8
		6.2.2	Review tracked changes	8
		6.2.3	Accept and reject tracked changes	8
		6.2.4	Lock and unlock change tracking	8