

Exam 77-887

Word 2010 Expert



Share and maintain documents (15–20%)

- Configure Word options
 - This objective may include but is not limited to: change default program, spell and grammar check options
 - Apply protection to a document
 - This objective may include but is not limited to: restrict editing and apply controls or restrictions to document access
 - Apply a template to a document
 - This objective may include but is not limited to: modify an existing template, create a new template, apply a template to an existing document, and manage templates by using the Organizer
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Format content (25–30%)

- Apply advanced font and paragraph attributes
 - This objective may include but is not limited to: use character attributes and character-specific styles
 - Create tables and charts
 - This objective may include but is not limited to: insert tables by using Microsoft Excel data in tables, apply formulas or calculations on a table, modify chart data, save a chart as a template, and use the chart Layout tab
 - Construct reusable content in a document
 - This objective may include but is not limited to: create customized building blocks, save a selection as a Quick Part, save Quick Parts after a document is saved, insert text as a Quick Part, and add content to a header or footer
 - Link sections
 - This objective may include but is not limited to: link text boxes, break links between text boxes, and link different sections
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Track and reference documents (20–25%)

- Review, compare, and combine documents
 - This objective may include but is not limited to: apply tracking, merge different versions of a document, track changes in a combined document, and review comments in a combined document
 - Create a reference page
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- This objective may include but is not limited to: add citations, manage sources, compile a bibliography, and apply cross references
 - Create a Table of Authorities in a document
 - This objective may include but is not limited to: apply default formats, adjust alignment, apply a tab leader, modify styles, mark citations, and use passim (short form)
 - Create an index in a document
 - This objective may include but is not limited to: specify index type, columns, and language; modify an index; and mark index entries
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Perform mail merge operations (15–20%)

- Execute mail merge
 - This objective may include but is not limited to: merge rules and send personalized email messages to multiple recipients
 - Create a mail merge by using other data sources
 - This objective may include but is not limited to: use 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: prepare data and create mailing labels, envelope forms, and label forms
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Manage macros and forms (25–30%)

- Apply and manipulate macros
 - This objective may include but is not limited to: record a macro, run a macro, and apply macro security
- Apply and manipulate macro options
 - This objective may include but is not limited to: run macros when a document is opened, run macros when a button is clicked, assign a macro to a command button, and create a custom macro button on the Quick Access Toolbar
- Create forms
 - This objective may include but is not limited to: use the Controls group, add Help content to form fields, link a form to a database, and lock a form
- Manipulate forms
 - Unlock a form, add fields to a form, and remove fields from a form