

Exam 77-881 Word 2010



Skills 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.

Please note that the questions may test on, but will not be limited to, the topics described in the bulleted text.

Sharing and maintaining documents

- Apply different views to a document
 - Selecting zoom options; splitting and arranging windows (view side by side, synchronous scrolling), document views (reorganizing a document outline, master documents, subdocuments, web layout, draft); switching windows; opening a document in a new window
- Apply protection to a document
 - Applying protection by using the Microsoft Office Backstage view commands (applying controls and restrictions to document access, password-protecting a document, marking as final); applying protection by using ribbon commands
- Manage document versions
 - Recovering draft versions; deleting all draft versions
- Share documents
 - Sending documents via email, SkyDrive, or Internet fax; changing file types; creating PDF documents; creating and publishing a blog post; registering a blog
- Save a document
 - Using compatibility mode, protected mode, and Save As options
- Apply a template to a document
 - Finding templates (locating a template on your disk, templates on the web)

Formatting content

- Apply font and paragraph attributes
 - Applying character attributes; applying styles; using Format Painter
- Navigate and search through a document
 - Using the Navigation Pane (headings, pages, results), Go To, browse by button, and Highlight features; setting Find and Replace options (format, special)
- Apply indentation and tab settings to paragraphs
 - Applying indents (first line, hanging); setting tabs; using the Tabs dialog box; setting tabs on the ruler; clearing tabs; setting tab stops; moving tab stops
- Apply spacing settings to text and paragraphs
 - Line spacing, paragraph spacing
- Create tables
 - Using the Insert Table dialog box; using Draw Table; inserting a Quick Table; converting text to tables; using a table to control page layout
- Manipulate tables in a document

- Sorting content; adding a row to a table; adding a column to a table; splitting, merging, moving, resizing, and deleting a row or column; defining the header row; converting tables to text; viewing gridlines
- Apply bullets to a document
 - Applying bullets; selecting a symbol format; defining a picture to be used as a bullet; using AutoFormat; promoting or demoting bullet levels

Applying page layout and reusable content

- Apply and manipulate page setup settings
 - Setting margins, non-breaking spaces, hyphenation, and columns; working with breaks; forcing a page break; inserting a section break (continuous, next page, next odd, next even); inserting a blank page into a document
- Apply themes
 - Using a theme to apply formatting; customizing a theme
- Construct content in a document by using the Quick Parts tool
 - Adding built-in building blocks (quotes, text boxes, headers, footers, cover pages, watermarks, equations)
- Create and manipulate page backgrounds
 - Formatting a document's background; setting a colored background; adding a watermark; placing page borders
- Create and modify headers and footers
 - Inserting and formatting page numbers; inserting the current date and time; inserting a built-in header or footer; adding content to a header or footer (custom dialog box, manual entry); deleting a header or footer; changing margins; applying a different first page attribute

Including illustrations and graphics in a document

- Insert and format pictures in a document
 - Adding captions; applying artistic effects and picture styles; compressing pictures; modifying a shape; adjusting position and size; inserting screenshots
- Insert and format shapes, WordArt, and SmartArt
 - Adding text to a shape; modifying text on a shape; adding captions; setting shape styles (border, text); adjusting position and size
- Insert and format Clip Art
 - Organizing ClipArt, captions, artistic effects, compressing pictures, corrections, modifying the shape, reset, picture styles, arranging options, size
- Apply and manipulate text boxes
 - Formatting, saving selection to text box gallery, text box styles, text direction, shadow effects, 3-D effects, arranging options

Proofreading documents

- Validate content by using spelling and grammar checking options
 - Grammar and style options
- Configure AutoCorrect settings
 - Adding, removing, exceptions, AutoCorrect dialog
- Insert and modify comments in a document

- Inserting a comment; editing a comment; deleting a comment; viewing a comment (viewing comments from another user, viewing comments inline, viewing comments as balloons)

Applying references and hyperlinks

- Apply a hyperlink
 - Hyperlink using text; hyperlink using graphic, headings, and bookmarks; creating new document; email address
- Create endnotes and footnotes in a document
 - Managing footnote and endnote location; configuring footnote and endnote format, presentation, and numbering
- Create a table of contents in a document
 - Default formats, showing levels, alignment, tab leader, formats, options; modifying styles; updating table

Performing mail merge operations

- Setup mail merge
 - Performing a mail merge using the Mail Merge Wizard; performing a mail merge manually; auto checking for errors
- Execute mail merge
 - Print, preview