Word Associate (Office 365 and Office 2019):

Exam MO-100

# Note: This list corresponds to the videos in our series.

# 2.0 Manage Documents

2.1 Navigate within documents

This objective may include but is not limited to: searching for text, linking to locations within documents, moving to specific locations and objects in documents, showing and hiding formatting symbols and hidden text.

2.2 Using Templates and Style Sets

This objective may include but is not limited to: setting up document pages, using templates, applying style sets, and configuring page background elements.

## 2.3 Insert and Modify Headers and Footers

This objective may include but is not limited to: inserting and modifying headers and footers.

## 2.4 Configure page background elements

This objective may include but is not limited to: inserting a Watermark, adjusting the page color and adding page borders.

## 2.5 Save documents in alternative file formats

This objective may include but is not limited to: saving documents in alternative file formats.

2.6 Modify basic document properties and print settings

This objective may include but is not limited to: modifying basic document properties and modifying print settings.

2.7 Share documents electronically

This objective may include but is not limited to: sharing documents electronically via OneDrive, email, online presentation and posting to a blog.

2.8 Inspect documents for issues

This objective may include but is not limited to: locating and removing hidden properties and personal information, locating and correcting accessibility issues, locating and correcting compatibility issues.

# 3.0 Insert and Format Text, Paragraphs, and Sections

## 3.1 Find and replace text and special characters

This objective may include but is not limited to: Finding and replacing text and finding and replacing special characters.

## 3.2 Insert symbols and special characters

This objective may include but is not limited to: inserting symbols, inserting special characters.

## 3.3 Apply text effects and use the Format Painter

This objective may include but is not limited to: applying text effects, applying formatting by using the Format Painter.

3.4 Set line spacing and indentation

This objective may include but is not limited to: setting spacing before and after paragraphs, changing line spacing in a document, indenting paragraphs.

3.5 Apply built-in styles and clear formatting

This objective may include but is not limited to: applying built-in styles to text and clearing text formatting.

3.6 Insert and format page, section and column breaks

This objective may include but is not limited to: inserting page, section and column breaks and changing page setup options for a section.

# 4.0 Manage Tables and Lists

## 4.1 Create tables

This objective may include but is not limited to: converting existing text to a table format, converting existing tables to a text format, and creating tables by specifying rows and columns.

## 4.2 Modify tables

This objective may include but is not limited to: sorting table data, configuring cell margins and spacing, merging and splitting cells, resizing tables, rows and columns, splitting tables, and configuring a repeating row header.

## 4.3 Create and modify lists

This objective may include but is not limited to: formatting paragraphs as numbered and bulleted lists, changing bullet characters and numbering formats, defining custom bullet characters and number formats, increasing and decreasing list levels, restarting and continuing list numbering, and setting start number values.

# 5.0 Create and Manage References

## 5.1 Insert and modify footnotes and endnotes

This objective may include but is not limited to: inserting footnotes, inserting endnotes, modifying footnote locations.

## 5.2 Create and modify citations for bibliographies

This objective may include but is not limited to: creating and modifying bibliography citation sources, inserting citations for bibliographies.

## 5.3 Create and manage reference tables

This objective may include but is not limited to: inserting tables of contents, customizing tables of contents, and insert bibliographies.

# 6.0 Insert and Format Graphic Elements

## 6.1 Insert illustrations and text boxes

This objective may include but is not limited to: inserting shapes, pictures, 3D models, SmartArt graphics, screenshots and screen clippings, and text boxes.

## 6.2 Format illustrations and text boxes

This objective may include but is not limited to: applying artistic effects to objects, applying picture styles to photographs, removing picture backgrounds, formatting graphic elements, formatting SmartArt graphics, and formatting 3D models.

## 6.3 Add text to and modify graphic elements

This objective may include but is not limited to: adding and modifying text in text boxes, shapes, modifying SmartArt graphic content, positioning objects, wrapping text around objects, and adding alternative text to objects for accessibility.

# 7.0 Managing Document Collaboration

## 7.1 Add and manage comments

This objective may include but is not limited to: adding comments, reviewing and replying to comments, resolving comments, and deleting comments.

## 7.2 Manage change tracking

This objective may include but is not limited to: tracking changes, reviewing tracked changes, accepting and rejecting tracked changes, locking and unlocking change tracking.