Word Expert (Office 365 and Office 2019)

Exam MO-101

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

# 2.0 Manage Document Options and Settings

2.1 Modify existing document templates

This objective may include but is not limited to: modifying an existing template with custom formatting and styles, and updating the Normal template default font.

2.2 Manage document versions

This objective may include but is not limited to: viewing document versions, restoring a version, and accessing auto-recovered files.

## 2.3 Compare and combine multiple documents

This objective may include but is not limited to: comparing two document versions, accepting and rejecting changes, and creating a new merged document.

## 2.4 Link to external document content

This objective may include but is not limited to: inserting text or objects from an external document, and linking inserted content to the source document.

## 2.5 Enable macros in a document

This objective may include but is not limited to: configuring options in the Trust Center to control macro settings.

## 2.6 Prepare documents for collaboration

This objective may include but is not limited to: restricting document editing, and protecting documents with passwords

## 2.7 Customize Word options

This objective may include but is not limited to: customizing the Quick Access toolbar, and displaying hidden ribbon tabs.

## 2.8 Use and configure language options

This objective may include but is not limited to: configuring editing and displaying languages, and using language-specific features such as translating content into another language.

# 3.0 Use Advanced Editing and Formatting Features

## 3.1 Find and replace text, formatting and styles

This objective may include but is not limited to: finding and replacing text using wildcards and special characters, and finding and replacing formatting and styles.

## 3.2 Apply paste options

This objective may include but is not limited to: configuring default paste options, using paste special.

## 3.3 Configure paragraph layout options

This objective may include but is not limited to: configuring hyphenation and line numbers, and setting paragraph pagination options.

3.4 Create and manage styles

This objective may include but is not limited to: creating paragraph and character styles, modifying existing styles, and copying styles to other documents or templates.

# 4.0 Create Custom Document Elements

## 4.1 Create and modify building blocks

This objective may include but is not limited to: creating and storing Quick Parts such as autotext entries, headers and tables, and managing Building Blocks.

## 4.2 Create custom design elements

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

4.3 Create and manage indexes

This objective may include but is not limited to: marking index entries, creating indexes, and updating indexes.

4.4 Create and manage tables of figures

This objective may include but is not limited to: inserting figure and table captions, configuring caption properties, and inserting and modifying a Table of Figures.

# 5.0 Use Advanced Word Features

## 5.1 Add custom fields and modify field properties

This objective may include but is not limited to: adding custom fields. modifying field properties, and inserting custom fields into documents.

## 5.2 Insert and configure standard content controls

This objective may include but is not limited to: inserting standard content controls such as check boxes, combo boxes and rich text controls, configuring standard content controls.

5.3 Create and Modify Macros

This objective may include but is not limited to: creating simple macros, naming simple macros, editing a simple macro, copying macros to other documents or templates.

5.4 Manage Recipient List for Mail Merge Documents

This objective may include but is not limited to: creating a new recipient list and using an existing recipient list.

5.5 Performing Mail Merges

This objective may include but is not limited to: inserting merged fields, previewing merge results, and creating merged documents, labels and envelopes.