Word 2010 Core Items

Objective Domains

Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

Microsoft® Word 2010

1 — Sharing & Maintaining Documents

1—Sharing& Maintaining Documents ▶[⚙]

- 1.1—Apply different views to a document
- 1.2—Apply protection to a document
- 1.3—Manage document versions
- 1.4—Share documents
- 1.5—Save a Document
- 1.6—Apply a template to a document

2 — Formatting Content

2—Formatting Content ▶[⚙]

- 2.1—Apply font and paragraph attributes
- 2.2—Navigate and search through a document
- 2.3—Apply indentation and tab settings to paragraphs
- 2.4—Apply spacing settings to text and paragraphs
- 2.5—Create tables
- 2.6—Manipulate tables in a document
- 2.7—Apply bullets to a document

3 — Applying Page Layout & Reusable Content

3—Applying Page Layout and Reusable Content ▶[⚙]

3.1—Apply and manipulate page setup settings

3.2—Apply themes

3.3—Construct content in a document by using the Quick Parts tool

3.4—Create and manipulate page backgrounds

3.5—Create and modify headers and footers

4 — Illustrations & Graphics in a Document

4—Illustrations and Graphics in a Document ▶[⚙]

4.1—Insert and format Pictures in a document

4.2—Insert and format shapes, WordArt, and SmartArt

4.3—Insert and format Clip Art

4.4—Apply and manipulate text boxes

5 — Proofreading Documents

5—Proofreading Documents ▶[⚙]

5.1—Validate content by using spelling& grammar checking options

5.2—Configure AutoCorrect settings

5.3—Insert and modify comments in a document

6 Applying References & Hyperlinks

6—Applying References and Hyperlinks ▶[⚙]

6.1—Apply a hyperlink

6.2—Create Endnotes and Footnotes in a document

6.3—Create a Table of Contents in a document

7 Performing Mail Merge Operations

7—Performing Mail Merge Operations ▶[⚙]

7.1—Setup mail merge

7.2—Execute mail merge