<u>EXAM 77-881</u>   WORD-2010

Skills Measured

<u>Sharing and maintaining documents</u>
- 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, OneDrive, or Internet fax; changing file types; creating PDF documents; creating and publishing a blog post; registering a blog account
- 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, finding templates on the web)

<u>Formatting content</u>
- 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

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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

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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

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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