

# *Microsoft Word - Skills Measured*



## **Manage documents (20–25%)**

### **Navigate within documents**

- Search for text
- Link to locations within documents
- Move to specific locations and objects in documents
- Show and hide formatting symbols and hidden text

### **Format documents**

- Set up document pages
- Apply style sets
- Insert and modify headers and footers
- Configure page background elements

### **Save and share documents**

- Save and export documents in alternative file formats
- Modify built-in document properties
- Modify print settings
- Share documents electronically

### **Inspect documents for issues**

- Locate and remove hidden properties and personal information
- Locate and correct accessibility issues
- Locate and correct compatibility issues

## **Insert and format text, paragraphs, and sections (20–25%)**

### **Insert text**

- Find and replace text
- Insert symbols and special characters

## **Format text and paragraphs**

- Apply text effects
- Apply formatting by using Format Painter
- Set line and paragraph spacing and indentation
- Apply built-in character and paragraph styles
- Clear formatting

## **Create and configure document sections**

- Format text in multiple columns
- Insert page, section, and column breaks
- Change page setup options for a section

## **Manage tables and lists (20–25%)**

### **Create tables**

- Convert text to tables
- Convert tables to text
- Create tables by specifying rows and columns

### **Modify tables**

- Sort table data
- Configure cell margins and spacing
- Merge and split cells
- Resize tables, rows, and columns
- Split tables
- Configure a repeating row header

### **Create and modify lists**

- Format paragraphs as numbered and bulleted lists
- Change bullet characters and number formats
- Define custom bullet characters and number formats
- Increase and decrease list levels
- Start, restart, and continue list numbering

## **Create and manage references (5–10%)**

### **Create and manage footnotes and endnotes**

- Insert footnotes and endnotes
- Modify footnote and endnote properties

### **Create and manage tables of contents**

- Insert tables of contents
- Customize tables of contents

## **Insert and format graphic elements (15–20%)**

### **Insert illustrations and text boxes**

- Insert shapes
- Insert pictures
- Insert 3D models
- Insert SmartArt graphics
- Insert screenshots and screen clippings
- Insert text boxes
- Insert icons

### **Format illustrations and text boxes**

- Apply artistic effects
- Apply picture effects and picture styles
- Remove picture backgrounds
- Format graphic elements
- Format SmartArt graphics
- Format 3D models

### **Add text to graphic elements**

- Add and modify text in text boxes
- Add and modify text in shapes
- Add and modify SmartArt graphic content

### **Modify graphic elements**

- Position objects
- Wrap text around objects
- Add alternative text to objects

## **Manage document collaboration (5–10%)**

### **Add and manage comments**

- Add comments
- Review and reply to comments
- Resolve comments
- Delete comments

### **Manage change tracking**

- Track changes
- Review tracked changes
- Accept and reject tracked changes
- Lock and unlock change tracking