

Appendix C

Microsoft Office Specialist exam objectives maps

This appendix covers these additional topics:

- A** Word 2003 Specialist exam objectives with references to corresponding material in Course ILT courseware.
- B** Word 2003 Expert exam objectives with references to corresponding material in Course ILT courseware.

Topic A: Specialist exam objectives

Explanation The following table lists all Word 2003 Specialist exam objectives and provides a reference to the location of both the conceptual material and the activities that teach each objective.

| Objective number | Objective | Course level | Conceptual information | Supporting activities |
|-------------------------|---|---------------------|---|------------------------------|
| WW03S-1-1 | Inserting text, symbols, hidden text and special characters | Basic | Unit 2, Topic C, pp 26-29 | C-1, C-2 |
| | | Intermediate | Unit 7, Topic B, pp 18-19 | B-3 |
| WW03S-1-1 | Deleting, cutting, copying, pasting text and using the clipboard | Basic | Unit 3, Topic B, pp 8-12 | B-1, B-2, B-3 |
| WW03S-1-1 | Checking spelling and grammar | Basic | Unit 7, Topic A, pp 2-7 | A-1, A-2, A-3 |
| WW03S-1-1 | Checking language usage (e.g., Thesaurus) | Basic | Unit 7, Topic A, pp 8-10 | A-4 |
| WW03S-1-2 | Creating text for repeated use (e.g., AutoText) | Basic | Unit 2, Topic B, pp 21-22 | B-5 |
| WW03S-1-2 | Inserting pre-defined text (e.g., AutoText and AutoCorrect) | Basic | Unit 2, Topic B, pp 14-20 | B-1, B-2, B-3, B-4 |
| WW03S-1-2 | Inserting date and time fields | Basic | Unit 2, Topic C, pp 30-33 | C-3 |
| WW03S-1-3 | Finding and replacing text | Basic | Unit 3, Topic C, pp 13-17 | C-1, C-2 |
| WW03S-1-3 | Moving to selected content (e.g., Select Browse Object, Document Map) | Basic | Unit 2, Topic A, pp 8-10 | A-4, A-5 |
| | | Intermediate | Unit 4, Topic C, pp 20-21 | C-2 |
| WW03S-1-4 | Inserting, positioning and sizing graphics, text boxes and shapes | Intermediate | Unit 7, Topic A, pp 2-8 Unit 7, Topic D, pp 26-30, 32-33 | A-1, A-2, A-3 D-1, D-3 |
| WW03S-1-5 | Creating and modifying charts and diagrams | Intermediate | Unit 3, Topic A, pp 6-9 Unit 7, Topic D, pp 34-37 | A-3, A-4 D-4 |
| WW03S-1-6 | Locating supporting information in local reference materials or on the Internet using the Research tool | Basic | Unit 1, Topic C, pp 16-21 | C-1, C-2, C-3 |
| WW03S-1-6 | Using the Research tool to select and insert supporting text-based information | Basic | Unit 7, Topic A, pp 8-10 | A-4 |
| WW03S-2-1 | Inserting new tables | Basic | Unit 5, Topic A, pp 2-4 | A-1, A-2 |
| WW03S-2-1 | Converting text to tables | Basic | Unit 5, Topic A, pp 5-6 | A-3 |
| WW03S-2-1 | Applying pre-defined formats to tables (e.g., AutoFormats) | Intermediate | Unit 2, Topic C, pp 16-17 | C-1 |
| WW03S-2-1 | Modifying table borders and shading | Intermediate | Unit 2, Topic B, pp 13-15 | B-1, B-2 |

| Objective number | Objective | Course level | Conceptual information | Supporting activities |
|-------------------------|---|---------------------|---|--------------------------------|
| WW03S-2-1 | Revising tables (insert and delete rows and columns, modify cell formats) | Basic | Unit 5, Topic C, pp 12-17 | C-1, C-2, C-3 |
| WW03S-2-2 | Customizing and applying bullets and numbering | Basic | Unit 4, Topic C, pp 32-35 | C-3, C-4 |
| WW03S-2-2 | Creating outlines | Intermediate | Unit 4, Topic C, pp 18-19 | C-1 |
| WW03S-2-3 | Inserting and modifying hyperlinks to other documents and Web pages | Basic | Unit 8, Topic B, pp 10-13 | B-1, B-2, B-3 |
| WW03S-3-1 | Finding and modifying font typeface, style, color and size | Basic | Unit 4, Topic A, pp 2-6 | A-1, A-2 |
| WW03S-3-1 | Applying styles to and clearing styles from text, tables, and lists | Intermediate | Unit 4, Topic A, pp 2-11 Unit 4, Topic B, p 16 | A-1, A-2, A-3, A-4, A-5 B-3 |
| WW03S-3-1 | Applying highlights to text | Basic | Unit 4, Topic A, p 9 | A-4 |
| WW03S-3-1 | Applying text effects | Basic | Unit 4, Topic A, pp 7-8 | A-3 |
| WW03S-3-1 | Modifying character spacing | Basic | Unit 4, Topic A, pp 7-8 | A-3 |
| WW03S-3-2 | Applying borders and shading to paragraphs | Basic | Unit 4, Topic C, pp 30-31 | C-2 |
| WW03S-3-2 | Indenting, spacing and aligning paragraphs | Basic | Unit 4, Topic C, pp 27-29 Unit 4, Topic D, pp 37-40, 42-45 | C-1 D-1, D-2, D-4, D-5 |
| WW03S-3-2 | Setting, removing and modifying tab stops | Basic | Unit 4, Topic B, pp 20-26 | B-1, B-2, B-3, B-4 |
| WW03S-3-3 | Applying and formatting columns | Intermediate | Unit 1, Topic B, pp 7-12, 14 Unit 1, Topic C, pp 15-16 | B-1, B-2, B-3, B-5 C-1 |
| WW03S-3-4 | Inserting and modifying content in document headers and footers | Basic | Unit 6, Topic A, pp 2-6 | A-1, A-2, A-3 |
| | | Intermediate | Unit 5, Topic A, pp 2-8 | A-1, A-2, A-3 |
| WW03S-3-4 | Inserting and formatting page numbers | Intermediate | Unit 5, Topic B, pp 9-16 | B-1, B-2, B-3, B-4 |
| WW03S-3-5 | Inserting and deleting breaks | Basic | Unit 6, Topic C, pp 16-18 | C-1, C-2 |
| | | Intermediate | Unit 1, Topic A, p 2-4 Unit 1, Topic B, pp 10-11, 13 | A-1 B-2, B-4 |
| WW03S-3-5 | Modifying page margins, page orientation | Basic | Unit 6, Topic B, pp 7-13 | B-1, B-2, B-3 |
| WW03S-4-1 | Sending documents for review via e-mail | Basic | Unit 8, Topic C, pp 14-15 | C-1 |

C-4 Word 2003: Basic

| Objective number | Objective | Course level | Conceptual information | Supporting activities |
|-------------------------|---|---------------------|--|------------------------------|
| WW03S-4-1 | Sending documents in an e-mail or as an e-mail attachment | Basic | Unit 8, Topic C, pp 14-15 | C-1 |
| WW03S-4-2 | Comparing and merging documents | Intermediate | Unit 9, Topic A, pp 12-13 Unit 9, Topic C, p 23 | A-5 C-3 |
| WW03S-4-3 | Inserting, viewing and editing comments | Intermediate | Unit 9, Topic B, pp 14-17, 19 | B-1, B-2, B-3, B-5 |
| WW03S-4-4 | Locating successive changes in a document | Intermediate | Unit 9, Topic A, pp 6-7 | A-2 |
| WW03S-4-4 | Tracking, accepting and rejecting changes | Intermediate | Unit 9, Topic A, pp 2-7 | A-1, A-2 |
| WW03S-5-1 | Creating new document types using templates | Intermediate | Unit 8, Topic A, pp 2-4 | A-1 |
| WW03S-5-2 | Reviewing and modifying the document summary | Intermediate | Unit 8, Topic B, pp 14-15 | B-3 |
| WW03S-5-2 | Reviewing word, paragraph and character counts (e.g., Word Count) | Intermediate | Unit 8, Topic B, pp 14-15 | B-3 |
| WW03S-5-3 | Creating and using folders for document storage | Basic | Unit 1, Topic B, p 12 | B-4 |
| WW03S-5-3 | Renaming folders | Basic | Unit 1, Topic B, p 15 | B-7 |
| WW03S-5-4 | Converting documents to different formats for transportability (e.g., .rtf, .txt) | Basic | Unit 1, Topic B, p 12 | None |
| WW03S-5-4 | Saving documents as Web pages | Basic | Unit 8, Topic A, pp 4-5 | A-2 |
| WW03S-5-5 | Printing documents, envelopes, and labels | Intermediate | Unit 6, Topic A, pp 2-5 | A-1, A-2 |
| | | Basic | Unit 7, Topic B, pp 14-15 | B-2 |
| WW03S-5-6 | Previewing a document for printing | Basic | Unit 7, Topic B, pp 11-13 | B-1 |
| WW03S-5-6 | Previewing a Web page for publication | Basic | Unit 8, Topic A, pp 2-3 | A-1 |
| WW03S-5-7 | Revealing formatting and hidden text | Basic | Unit 1, Topic B, pp 8-9 Unit 4, Topic A, pp 15-17 | B-2 A-8 |

| <i>Objective number</i> | Objective | Course level | Conceptual information | Supporting activities |
|-------------------------|--|---------------------|--|------------------------------|
| WW03S-5-7 | Viewing reading layout, normal, outline, full screen, zoom views | Basic | Unit 2, Topic A, pp 12-13 Unit 7, Topic B, pp 11-12 | A-7 B-1 |
| | | Intermediate | Unit 4, Topic C, pp 18-19 | C-1 |
| WW03S-5-7 | Showing/hiding white space in a document | Basic | Unit 2, Topic A, p 11 | A-6 |
| WW03S-5-7 | Splitting windows and arrange panes | Intermediate | Unit 7, Topic B, pp 16-17 | B-2 |

Topic B: Expert exam objectives

Explanation

The following table lists all Word 2003 Expert exam objectives and provides a reference to the location of both the conceptual material and the activities that teach each objective.

| Objective number | Objective | Course level | Conceptual information | Supporting activities |
|-------------------------|--|---------------------|---|--------------------------------|
| WW03E-1-1 | Creating and applying custom styles for text, tables and lists | Intermediate | Unit 4, Topic A, pp 2-11 | A-1, A-2, A-3, A-4, A-5 |
| WW03E-1-2 | Controlling orphans and widows | Basic | Unit 6, Topic B, pp 14-15 | B-4 |
| WW03E-1-2 | Setting line and page breaks | Basic | Unit 4, Topic D, p 41 Unit 6, Topic C, pp 16-18 | D-3 C-1, C-2 |
| WW03E-1-3 | Wrapping text with graphics | Intermediate | Unit 7, Topic A, pp 12-13 | A-6 |
| WW03E-1-3 | Cropping and rotating graphics | Intermediate | Unit 7, Topic A, pp 6-7 Unit 7, Topic D, pp 26-30 | None D-1 |
| WW03E-1-3 | Controlling image contrast and brightness | Intermediate | Unit 7, Topic A, p 9 | A-4 |
| WW03E-1-3 | Scaling and resizing graphics | Intermediate | Unit 7, Topic A, pp 6-8 | A-3 |
| WW03E-1-4 | Inserting and modifying new objects and objects from files | Intermediate | Unit 7, Topic A, pp 2-11 Unit 7, Topic B, pp 14-15 | A-1, A-2, A-3, A-4, A-5 B-1 |
| WW03E-1-5 | Creating and revising charts using data from other sources (e.g., Excel) | Intermediate | Unit 3, Topic A, pp 2-9 | A-1, A-2, A-3, A-4 |
| WW03E-2-1 | Sorting content in lists and tables by specific categories | Intermediate | Unit 1, Topic C, pp 17-18 | C-2 |
| WW03E-2-2 | Using formulas in tables | Intermediate | Unit 3, Topic B, pp 10-15 | B-1, B-2, B-3 |
| WW03E-2-3 | Modifying table formats by merging and/or splitting table cells | Intermediate | Unit 2, Topic A, pp 5-7 | A-2 |
| WW03E-2-3 | Modifying text position and direction in a cell | Intermediate | Unit 2, Topic A, pp 8-9 | A-3 |
| WW03E-2-3 | Modifying table properties | Basic | Unit 5, Topic C, pp 16-18 | C-3, C-4 |
| | | Intermediate | Unit 2, Topic A, p 10 | A-4 |
| WW03E-2-3 | Inserting and modifying fields | Intermediate | Unit 8, Topic B, pp 18-21 | B-5, B-6 |
| WW03E-2-4 | Summarizing relevant content using automated tools (e.g., AutoSummarize) | Advanced | Unit 3, Topic A, pp 14-16 | A-7 |

| Objective number | Objective | Course level | Conceptual information | Supporting activities |
|-------------------------|---|---------------------|--|----------------------------------|
| WW03E-2-4 | Analyzing content readability using automated tools (e.g., Readability Statistics) | Advanced | Unit 3, Topic A, pp 14-16 | A-7 |
| WW03E-2-5 | Inserting bookmarks | Advanced | Unit 3, Topic D, pp 27-28 | D-1 |
| WW03E-2-5 | Using automation features for document navigation (e.g., Document Map, Thumbnails) | Intermediate | Unit 4, Topic C, pp 20-22 | C-2, C-3 |
| WW03E-2-6 | Completing an entire mail merge process for form letters | Advanced | Unit 1, Topic A, pp 2-11 Unit 1, Topic B, pp 12-16 | A-1, A-2, A-3 B-1 |
| WW03E-2-7 | Completing an entire mail merge process for mailing labels | Advanced | Unit 1, Topic C, p 21-24 | C-1, C-2 |
| WW03E-2-8 | Adding, deleting, updating and modifying schemas, solutions and settings in the Schema Library | Advanced | Unit 6, Topic A, pp 5-12 | A-2, A-3 |
| WW03E-2-8 | Adding, deleting, and modifying schemas and transforms to documents | Advanced | Unit 6, Topic A, pp 5-10, 13-17 | A-2, A-4, A-5 |
| WW03E-2-8 | Managing elements and attributes in XML documents (e.g., adding, changing deleting, cutting, copying) | Advanced | Unit 6, Topic A, pp 5-10 | A-2 |
| WW03E-2-8 | Defining XML options (e.g., applying schema validation options, applying XML view options) | Advanced | Unit 6, Topic A, pp 11-12 | A-3 |
| WW03E-3-1 | Creating and modifying forms | Advanced | Unit 2, Topic A, pp 5-8 Unit 2, Topic B, pp 18-21 | A-2, A-3 B-1, B-2, B-3 |
| WW03E-3-1 | Setting and changing options on form fields and check boxes | Advanced | Unit 2, Topic A, pp 9-17 | A-4, A-5, A-6, A-7 |
| WW03E-3-2 | Creating watermarks | Intermediate | Unit 7, Topic C, p 24 | C-2 |
| WW03E-3-2 | Applying themes | Intermediate | Unit 7, Topic C, p 25 | C-3 |
| WW03E-3-2 | Creating and modifying document background colors and fill effects | Intermediate | Unit 7, Topic C, pp 20-23 | C-1 |
| WW03E-3-3 | Creating and modifying document indexes, tables of content, figures, and authorities | Advanced | Unit 3, Topic A, pp 7-8, 12-13 Unit 3, Topic C, pp 23-26 | A-4, A-6 C-1, C-2 |
| WW03E-3-4 | Inserting format and modifying endnotes, footnotes, captions, and cross-references | Advanced | Unit 3, Topic A, pp 9-11 Unit 3, Topic B, pp 17-22 Unit 3, Topic D, pp 30-31 | A-5 B-1, B-2, B-3, B-4 D-4 |
| WW03E-3-4 | Formatting numbering and marks for footnotes and endnotes | Advanced | Unit 3, Topic B, pp 17-18, 20-21 | B-1, B-3 |

| Objective number | Objective | Course level | Conceptual information | Supporting activities |
|-------------------------|--|---------------------|---|------------------------------|
| WW03E-3-5 | Creating master documents with three or more subdocuments | Advanced | Unit 3, Topic A, pp 2-3 | A-1 |
| WW03E-4-1 | Setting reviewer's ink colors, setting balloon options, showing and hiding reviewers | Intermediate | Unit 9, Topic A, pp 2-5, 8-9 | A-1, A-3 |
| WW03E-4-2 | Setting Web options and saving to a Web server | Basic | Unit 8, Topic A, p 4 | None |
| WW03E-4-2 | Inserting and modifying frames | Advanced | Unit 3, Topic E, pp 32-37 | E-1, E-2 |
| WW03E-4-3 | Creating, viewing, deleting versions of documents | Intermediate | Unit 9, Topic C, pp 20-23 | C-1, C-2, C-3 |
| WW03E-4-4 | Setting formatting restrictions | Intermediate | Unit 8, Topic B, pp 22-26 | B-7 |
| WW03E-4-4 | Setting editing restrictions | Intermediate | Unit 9, Topic A, pp 10-11 | A-4 |
| WW03E-4-4 | Adding users excepted from restrictions (groups and individuals) | Advanced | Unit 2, Topic C, pp 26-28 | C-3 |
| WW03E-4-4 | Applying passwords to documents and forms | Intermediate | Unit 8, Topic B, pp 10-13 | B-2 |
| | | Advanced | Unit 2, Topic C, pp 22-24 | C-1 |
| WW03E-4-5 | Using digital signatures to authenticate documents | Advanced | Unit 2, Topic D, pp 32-33 | D-1 |
| WW03E-4-6 | Inserting and editing summary and custom information in document properties | Intermediate | Unit 8, Topic B, pp 14-15 | B-3 |
| WW03E-5-1 | Creating and running macros | Advanced | Unit 4, Topic A, pp 2-5, 7 Unit 4, Topic C, pp 13-15 | A-1, A-3 C-1 |
| WW03E-5-1 | Editing a macro using the Visual Basic Editor | Advanced | Unit 4, Topic B, p 8 | B-1 |
| WW03E-5-2 | Creating a custom menu | Advanced | Unit 5, Topic A, pp 2-7 | A-1, A-2 |
| WW03E-5-2 | Adding and removing buttons from a toolbar | Advanced | Unit 5, Topic B, pp 10-15 | B-1, B-2, B-3 |
| WW03E-5-3 | Changing the default file location for templates | Intermediate | Unit 8, Topic B, pp 8-9 | B-1 |
| WW03E-5-3 | Setting default dictionary | Basic | Unit 7, Topic A, p 4 | None |
| WW03E-5-3 | Modifying default font settings | Basic | Unit 4, Topic A, pp 5-6 | A-2 |