

Appendix A

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

A-4 Word 2003: Intermediate

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

A-8 Word 2003: Intermediate

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