

Word 2007

Microsoft Certified Application Specialist Exam Objectives Map

This document lists all Microsoft Certified Application Specialist exam objectives for Word 2007 (Exam 77-601) and provides references to corresponding coverage in ILT Series courseware.

1 Creating and Customizing Documents

Objective	Course level	Conceptual information	Supporting activities
1.1 Create and format documents			
1.1.1 Work with templates			
• Create documents from templates	Basic Intermediate	Unit 1, Topic B Unit 5, Topic A	B-1 A-1
• Create templates from documents	Intermediate	Unit 5, Topic A	A-2
1.1.2 Apply Quick Styles to documents	Intermediate	Unit 1, Topic B	B-1
1.1.3 Format documents using themes			
• Apply themes	Advanced	Unit 2, Topic B	B-3
• Set themes as default	Advanced	Unit 2, Topic B	B-4
• Restore template themes	Advanced	Unit 2, Topic B	B-3
1.1.4 Customize themes			
• Effects	Advanced	Unit 2, Topic B	B-3
• Fonts	Advanced	Unit 2, Topic B	B-3
• Colors	Advanced	Unit 2, Topic B	B-3
1.1.5 Format document backgrounds			
• Watermarks	Advanced	Unit 2, Topic B	B-2
• Page colors	Advanced	Unit 2, Topic B	B-1
• Page borders	Advanced	Unit 2, Topic B	B-1
1.1.6 Insert blank pages or cover pages	Advanced	Unit 6, Topic A	A-4
1.2 Lay out documents			
1.2.1 Format pages			
• Orientation	Basic	Unit 6, Topic B	B-2
• Paper size	Basic	Unit 7, Topic D	D-1
• Margins	Basic	Unit 6, Topic B	B1, B-2
• Page numbers	Basic	Unit 6, Topic A	A-3

Objective	Course level	Conceptual information	Supporting activities
1.2.2 Create and modify headers and footers (not using Quick Parts)			
• Add automatic date and time stamps	Basic	Unit 3, Topic A	A-2
• Modify automatic date and time stamps	Advanced	Unit 1, Topic A	A-2
• Create different first pages	Basic	Unit 6, Topic A	A-2
• Add or modify page numbers in headers and footers	Basic Intermediate	Unit 6, Topic A Unit 2, Topic A	A-1, A-3 A-4
1.2.3 Create and format columns			
• Select the number of columns	Intermediate	Unit 2, Topic B	B-1
• Column width and spacing	Intermediate	Unit 2, Topic B	B-1
1.3 Make documents and content easier to find			
1.3.1 Create, modify and update tables of contents	Advanced	Unit 6, Topic B	B-1, B-2
• Update tables of contents with selected text	Advanced	Unit 6, Topic B	B-1
• Add text to tables of contents	Advanced	Unit 6, Topic B	B-2
• Change the format of tables of contents	Advanced	Unit 6, Topic B	B-2
1.3.2 Create, modify and update indexes			
• Mark an entry for indexing	Advanced	Unit 6, Topic C	C-1
1.3.3 Modify document properties			
• Add key words	Intermediate	Unit 5, Topic C	C-2
1.3.4 Insert document navigation tools			
• Bookmarks	Advanced	Unit 6, Topic D	D-1
• Hyperlinks	Intermediate	Unit 8, Topic B	B-1
1.4 Personalize Office Word 2007			
1.4.1 Customize Word options			
• Customize AutoCorrect options	Basic	Unit 7, Topic B	B-3
• Customize the Quick Access Toolbar	Advanced	Unit 5, Topic A	A-1 through A-4
• Set a default save location	Basic	Unit 1, Topic B	B-5
• Disable the open e-mail attachments feature in reading mode	Intermediate	Unit 1, Topic E	E-2
• Personalize username and initials	Intermediate	Unit 7, Topic A	A-3
1.4.2 Change research options	Basic	Unit 7, Topic A	A-4

2 Formatting Content

Objective		Course level	Conceptual information	Supporting activities
2.1	Format text and paragraphs			
2.1.1	Apply styles			
	<ul style="list-style-type: none"> Change from one style to another 	Basic Intermediate	Unit 7, Topic C Unit 1, Topic B	C-3 B-1
	<ul style="list-style-type: none"> Use Format Painter 	Basic	Unit 4, Topic A	A-4
	<ul style="list-style-type: none"> Format headings 	Intermediate	Unit 1, Topic B	B-1, B-2
	<ul style="list-style-type: none"> Format body text 	Intermediate	Unit 1, Topic C	C-3
2.1.2	Create and modify styles			
	<ul style="list-style-type: none"> Create new styles 	Intermediate	Unit 1, Topic B	B-2
	<ul style="list-style-type: none"> Change fonts 	Intermediate	Unit 1, Topic B	B-2
	<ul style="list-style-type: none"> Create new style based on existing styles 	Intermediate	Unit 1, Topic B	B-3
	<ul style="list-style-type: none"> Reveal style formatting 	Intermediate	Unit 1, Topic A	A-1
2.1.3	Format characters			
	<ul style="list-style-type: none"> Change fonts 	Basic	Unit 4, Topic A	A-1, A-2
	<ul style="list-style-type: none"> Change font colors 	Basic	Unit 4, Topic A	A-1
	<ul style="list-style-type: none"> Change font size 	Basic	Unit 4, Topic A	A-1
	<ul style="list-style-type: none"> Change font case 	Basic Intermediate	Unit 4, Topic A Unit 1, Topic C	A-2 C-2
	<ul style="list-style-type: none"> Clear formatting 	Basic Intermediate	Unit 4, Topic A Unit 1, Topic B	B-2
	<ul style="list-style-type: none"> Highlight text 	Basic	Unit 4, Topic A	A-3
	<ul style="list-style-type: none"> Change character spacing 	Basic	Unit 4, Topic A	A-2
2.1.4	Format paragraphs			
	<ul style="list-style-type: none"> Change line spacing 	Basic	Unit 4, Topic D	D-3, D-4
	<ul style="list-style-type: none"> Change paragraph spacing 	Basic	Unit 4, Topic D	D-3
	<ul style="list-style-type: none"> Change alignment 	Basic	Unit 4, Topic C	C-1
	<ul style="list-style-type: none"> Change indentation 	Basic	Unit 4, Topic D	D-1, D-2
	<ul style="list-style-type: none"> Format quoted material 	Basic	Unit 4, Topic E	E-1
2.1.5	Set and clear tabs			
	<ul style="list-style-type: none"> Tabs with leaders 	Basic	Unit 4, Topic B	B-5
	<ul style="list-style-type: none"> Clear one tab 	Basic	Unit 4, Topic B	B-3
	<ul style="list-style-type: none"> Clear all tabs 	Basic	Unit 4, Topic B	B-4

Objective	Course level	Conceptual information	Supporting activities
2.2 Manipulate text			
2.2.1 Cut, copy, and paste text			
• Cut or copy and paste	Basic	Unit 3, Topic C	C-1, C-2
• Use the Clipboard	Basic	Unit 3, Topic C	C-1, C-2
• Move text	Basic	Unit 3, Topic C	C-1
• Paste special	Basic	Unit 4, Topic A	A-5
• Paste all	Basic	Unit 3, Topic C	C-2
• Paste one	Basic	Unit 3, Topic C	C-2
2.2.2 Find and replace text			
• Replace text	Basic	Unit 7, Topic C	C-2
• Replace all	Basic	Unit 7, Topic C	C-2
• Search for and highlight specific text	Basic	Unit 7, Topic C	C-1
2.3 Control pagination			
2.3.1 Insert and delete page breaks	Basic	Unit 6, Topic C	C-1
2.3.2 Create and modify sections			
• Insert section breaks	Intermediate	Unit 2, Topic A	A-1
• Delete section breaks	Intermediate	Unit 2, Topic A	A-1
• Modify the header and footer for a section	Intermediate	Unit 2, Topic A	A-3, A-4

3 Working with Visual Content

Objective		Course level	Conceptual information	Supporting activities
3.1	Insert illustrations			
3.1.1	Insert SmartArt graphics	Intermediate	Unit 6, Topic A	A-1
3.1.2	Insert pictures from files and clip art	Basic	Unit 8, Topic A	A-1, A-2
3.1.3	Insert shapes	Intermediate	Unit 6, Topic B	B-1
3.2	Format illustrations			
3.2.1	Format text wrapping	Basic	Unit 8, Topic B	B-1
3.2.2	Format by sizing, cropping, scaling, and rotating	Basic	Unit 8, Topic B	B-2
3.2.3	Apply Quick Styles	Intermediate	Unit 6, Topic A	A-2
3.2.4	Set contrast, brightness, and coloration	Basic	Unit 8, Topic B	B-3
3.2.5	Add text to SmartArt graphics and shapes	Intermediate	Unit 6, Topic A Unit 6, Topic B	A-1 B-2
3.2.6	Compress pictures	Basic	Unit 8, Topic B	B-3
3.3	Format text graphically			
3.3.1	Insert and modify WordArt	Intermediate	Unit 6, Topic C	C-1
3.3.2	Insert Pull Quotes	Intermediate	Unit 6, Topic C	C-3
3.3.3	Insert and modify drop caps	Intermediate	Unit 6, Topic C	C-2
3.4	Insert and modify text boxes			
3.4.1	Insert text boxes	Intermediate	Unit 6, Topic B	B-3
3.4.2	Format text boxes	Intermediate	Unit 6, Topic B	B-4
3.4.3	Link text boxes	Intermediate	Unit 6, Topic B	B-3

4 Organizing Content

Objective		Course level	Conceptual information	Supporting activities
4.1	Structure content by using Quick Parts			
4.1.1	Insert building blocks in documents			
	<ul style="list-style-type: none"> Insert sidebars using the Building Blocks Organizer 	Intermediate	Unit 5, Topic B	B-2
	<ul style="list-style-type: none"> Edit the properties of building block elements 	Intermediate	Unit 5, Topic B	B-2
	<ul style="list-style-type: none"> Sort building blocks by name, gallery, or category 	Intermediate	Unit 5, Topic B	B-1
4.1.2	Save frequently used data as building blocks			
	<ul style="list-style-type: none"> Save company names or logos as building blocks 	Intermediate	Unit 5, Topic B	B-3
	<ul style="list-style-type: none"> Save company contact information as building blocks 	Intermediate	Unit 5, Topic B	B-3
	<ul style="list-style-type: none"> Modify and save building blocks with the same name 	Intermediate	Unit 5, Topic B	B-4
4.1.3	Insert formatted headers and footers from Quick Parts			
	<ul style="list-style-type: none"> Insert headers from Quick Parts and edit document titles 	Intermediate	Unit 5, Topic B	B-2
4.1.4	Insert fields from Quick Parts	Advanced	Unit 1, Topic A	A-1
4.2	Use tables and lists to organize content			
4.2.1	Create tables and lists	Basic	Unit 4, Topic C Unit 5, Topic A	C-3 A-1
	<ul style="list-style-type: none"> Convert text to tables 	Basic	Unit 5, Topic A	A-2
	<ul style="list-style-type: none"> Convert text to lists 	Basic	Unit 4, Topic C	C-3
	<ul style="list-style-type: none"> Convert tables to text 	Basic	Unit 5, Topic C	C-5
4.2.2	Sort content			
	<ul style="list-style-type: none"> Sort table contents 	Intermediate	Unit 3, Topic C	C-1
	<ul style="list-style-type: none"> Sort list items 	Basic	Unit 4, Topic C	C-4
4.2.3	Modify list formats			
	<ul style="list-style-type: none"> Change numbering options 	Basic	Unit 4, Topic C	C-4
	<ul style="list-style-type: none"> Change bullet options 	Basic	Unit 4, Topic C	C-4
	<ul style="list-style-type: none"> Promote and demote list items 	Basic	Unit 4, Topic C	C-4
4.3	Modify tables			
4.3.1	Apply Quick Styles to tables	Intermediate	Unit 3, Topic D	D-1
4.3.2	Modify table properties and options			
	<ul style="list-style-type: none"> Insert and delete rows and columns 	Basic	Unit 5, Topic C	C-1, C-2
	<ul style="list-style-type: none"> Apply borders and shading 	Intermediate	Unit 3, Topic B	B-1, B-2
4.3.3	Merge and split table cells	Intermediate	Unit 3, Topic A	A-2, A-3

Objective		Course level	Conceptual information	Supporting activities
4.3.4	Perform calculations in tables	Intermediate	Unit 3, Topic C	C-4
4.3.5	Change the position and direction of cell contents	Intermediate	Unit 3, Topic A	A-1, A-4
4.4	Insert and format references and captions			
4.4.1	Create and modify sources	Advanced	Unit 6, Topic C	C-4
4.4.2	Insert citations and captions	Advanced	Unit 6, Topic B Unit 6, Topic C	B-3 C-3
4.4.3	Insert and modify bibliographies	Advanced	Unit 6, Topic C	C-4
4.4.4	Select reference styles <ul style="list-style-type: none"> Choose MLA, APA, or Chicago Manual of Style 	Advanced	Unit 6, Topic C	C-3
4.4.5	Create, modify and update tables of figures and tables of authorities	Advanced	Unit 6, Topic B Unit 6, Topic C	B-4 C-5
4.5	Merge documents and data sources			
4.5.1	Create merged documents <ul style="list-style-type: none"> Select document type Insert name and address block 	Advanced Advanced	Unit 1, Topic A Unit 1, Topic A	A-3 A-4
4.5.2	Merge data into form letters <ul style="list-style-type: none"> Select specific recipients to be merged Edit recipient lists 	Advanced Advanced	Unit 1, Topic A Unit 1, Topic B	A-3 B-1, B-2, B-3
4.5.3	Create envelopes and labels <ul style="list-style-type: none"> Create envelopes from lists Create labels from lists Create a single envelope or label 	Advanced Advanced Intermediate	Unit 1, Topic C Unit 1, Topic C Unit 4, Topic B	C-3 C-1 B-1

5 Reviewing Documents

Objective		Course level	Conceptual information	Supporting activities
5.1	Navigate documents			
5.1.1	Move a document quickly using the Find and Go To commands	Basic	Unit 2, Topic A Unit 7, Topic C	A-4 C-1
5.1.2	Change window views			
	• Arrange all	Intermediate	Unit 7, Topic A	A-5
	• Split screen	Basic	Unit 2, Topic A	A-3
	• Change zoom options	Basic	Unit 2, Topic A	A-2
5.2	Compare and merge document versions			
5.2.1	Compare document versions			
	• Manage multiple documents simultaneously	Intermediate	Unit 7, Topic A	A-5
5.2.2	Merge document versions			
	• Merge into new document	Intermediate	Unit 7, Topic A	A-6
	• Merge into existing document	Intermediate	Unit 7, Topic B	B-2
5.2.3	Combine revisions from multiple authors	Intermediate	Unit 7, Topic A	A-6
5.3	Manage track records			
5.3.1	Display markup			
	• Display tracked changes and comments by reviewer	Intermediate	Unit 7, Topic A	A-1, A-3
5.3.2	Enable, disable, accept and reject tracked changes			
	• Enable and disable track changes	Intermediate	Unit 7, Topic A	A-1
	• Accept and reject changes	Intermediate	Unit 7, Topic A	A-2
5.3.3	Change tracking options			
	• Set reviewer options	Intermediate	Unit 7, Topic A	A-1, A-4
	• Set balloon options	Intermediate	Unit 7, Topic A	A-1
	• Modify insertions and deletions	Intermediate	Unit 7, Topic A	A-2
	• Track formatting changes	Intermediate	Unit 7, Topic A	A-1
	• Track moves	Intermediate	Unit 7, Topic A	A-1, A-2
5.4	Insert, modify, and delete comments	Intermediate	Unit 7, Topic B	B-1, B-4

6 Sharing and Securing Content

Objective		Course level	Conceptual information	Supporting activities
6.1	Prepare documents for sharing			
6.1.1	Save to appropriate formats			
	<ul style="list-style-type: none"> Save as a .doc, .docx, .xps, .docm, or .dotx file 	Basic Intermediate Advanced	Unit 1, Topic B Unit 5, Topic A Unit 3, Topic C	B-3 A-2 C-1, C-3
6.1.2	Identify document features not supported by previous versions using the compatibility checker	Advanced	Unit 3, Topic C	C-1
6.1.3	Remove inappropriate or private information using Document Inspector			
	<ul style="list-style-type: none"> Remove hidden text 	Advanced	Unit 3, Topic C	C-2
	<ul style="list-style-type: none"> Remove annotations 	Advanced	Unit 3, Topic C	C-2
	<ul style="list-style-type: none"> Choose from the list of inappropriate or private information 	Advanced	Unit 3, Topic C	C-2
6.2	Control document access			
6.2.1	Restrict permissions to documents	Intermediate Advanced	Unit 5, Topic C Unit 3, Topic B	C-1 B-1, B-3
6.2.2	Mark documents as final	Advanced	Unit 3, Topic C	C-2
6.2.3	Set passwords	Intermediate Advanced	Unit 5, Topic C Unit 3, Topic B	C-1 B-1, B-3
6.2.4	Protect documents			
	<ul style="list-style-type: none"> Set formatting restrictions 	Advanced	Unit 2, Topic B	B-4
	<ul style="list-style-type: none"> Set editing restrictions 	Intermediate Advanced	Unit 5, Topic C Unit 7, Topic A Unit 3, Topic B	C-1 A-4 B-1, B-3
6.3	Attach digital signatures			
6.3.1	Authenticate documents using digital signatures	Advanced	Unit 3, Topic C	C-3
6.3.2	Insert a line for a digital signature	Advanced	Unit 3, Topic C	C-3