

A p p e n d i x A

Microsoft Office Specialist exam objectives

This appendix covers these additional topics:

- A** Word 2010 Specialist exam objectives, with references to corresponding coverage in ILT Series courseware.
- B** Word 2010 Expert exam objectives, with references to corresponding coverage in ILT Series courseware.

Topic A: Specialist exam objectives map

Explanation

This section lists all Microsoft Office Specialist exam objectives for Word 2010 (Exam 77-881) and indicates where each objective is covered in conceptual explanations, activities, or both.

1 Sharing and Maintaining Documents

Objective		Course level	Conceptual information	Supporting activities
1.1	Apply different views to a document			
1.1.1	Select zoom options	Basic	Unit 2, Topic A	A-2
1.1.2	Split windows	Basic	Unit 2, Topic A	A-3
1.1.3	Arrange windows			
1.1.3.1	View Side by Side	Intermediate	Unit 7, Topic A	A-5
1.1.3.2	Synchronous Scrolling	Intermediate	Unit 7, Topic A	A-5
1.1.4	Arrange document views			
1.1.4.1	Reorganize a document outline	Intermediate	Unit 1, Topic D	D-2
1.1.4.2	Master documents	Advanced	Unit 6, Topic A	A-2
1.1.4.3	Subdocuments	Advanced	Unit 6, Topic A	A-1
1.1.4.4	Web Layout	Intermediate	Unit 8, Topic A	A-1
1.1.4.5	Draft	Basic	Unit 2, Topic A	
		Intermediate	Unit 7, Topic A	A-1
1.1.5	Switch between windows	Basic	Unit 1, Topic B	B-1
1.1.6	Open a document in a new window	Basic	Unit 1, Topic B	B-1
1.2	Apply protection to a document			
1.2.1	Apply protection by using the Microsoft Office Backstage view commands			
1.2.1.1	Apply controls and restrictions to document access	Intermediate	Unit 5, Topic C	C-1
1.2.1.2	Password-protect a document	Intermediate	Unit 5, Topic C	C-1
1.2.1.3	Mark as Final	Advanced	Unit 4, Topic C	C-2
1.2.2	Applying protection by using Ribbon commands	Intermediate	Unit 5, Topic C	
		Advanced	Unit 4, Topic B	B-1, B-2, B-3

Objective		Course level	Conceptual information	Supporting activities
1.3	Manage document versions			
1.3.1	Recover draft versions	Basic	Unit 1, Topic B	B-4
1.3.2	Delete all draft versions	Basic	Unit 1, Topic B	
1.4	Share documents			
1.4.1	Send documents via e-mail	Intermediate	Unit 8, Topic A	
1.4.2	Send documents via SkyDrive	Intermediate	Unit 8, Topic A	
1.4.3	Send documents via Internet fax	Intermediate	Unit 8, Topic A	
1.4.4	Change file types	Basic	Unit 1, Topic B	
		Intermediate	Unit 8, Topic A	A-2
1.4.5	Create PDF documents	Basic	Unit 7, Topic E	E-1
		Intermediate	Unit 8, Topic A	A-2
		Advanced	Unit 4, Topic C	
1.4.6	Create	Basic	Unit 1, Topic B Unit 7, Topic E	E-1
		Advanced	Unit 4, Topic C	C-3
1.4.7	Publish a blog post	Intermediate	Unit 8, Topic A	
1.4.8	Register a blog account	Intermediate	Unit 8, Topic A	
1.5	Save a document			
1.5.1	Use compatibility mode	Basic	Unit 1, Topic B	
1.5.2	Use protected mode	Basic	Unit 2, Topic A	
1.5.3	Use Save As options	Basic	Unit 1, Topic B	B-5
1.6	Apply a template to a document			
1.6.1	Find templates			
1.6.1.1	Locate a template on your disk	Basic	Unit 1, Topic B	B-1
		Intermediate	Unit 5, Topic A	A-1
1.6.1.2	Find templates on the Web	Intermediate	Unit 5, Topic A	A-1

2 Formatting Content

#	Objective	Course level	Conceptual information	Supporting activities
2.1	Apply font and paragraph attributes			
2.1.1	Apply character attributes	Basic	Unit 4, Topic A	A-1, A-2, A-3
		Intermediate	Unit 1, Topic C	C-1, C-2
2.1.2	Apply styles	Intermediate	Unit 1, Topic B	B-1, B-2
2.1.3	Use Format Painter	Basic	Unit 4, Topic A	A-4
2.2	Navigate and search through a document			
2.2.1	Use the Navigation Pane			
2.2.1.1	Headings	Intermediate	Unit 1, Topic D	D-2
2.2.1.2	Pages	Intermediate	Unit 1, Topic D	
2.2.1.3	Results	Basic	Unit 7, Topic C	C-1
2.2.2	Use Go To	Basic	Unit 2, Topic A	A-4
2.2.3	Use the Browse By button	Basic	Unit 2, Topic A	A-5
2.2.4	Use Highlight features	Basic	Unit 7, Topic C	C-1
2.2.5	Set Find and Replace options			
2.2.5.1	Format	Basic	Unit 7, Topic C	C-3
2.2.5.2	Special	Basic	Unit 7, Topic C	
2.3	Apply indentation and tab settings to paragraphs			
2.3.1	Apply indents			
2.3.1.1	First line	Basic	Unit 4, Topic D	D-1
2.3.1.2	Hanging	Basic	Unit 4, Topic D	D-2
2.3.2	Set tabs	Basic	Unit 4, Topic B	B-2, B-3, B-5
2.3.3	Use the Tabs dialog box	Basic	Unit 4, Topic B	B-4, B-5
2.3.4	Set tabs on the ruler	Basic	Unit 4, Topic B	B-2, B-3
2.3.5	Clear tabs	Basic	Unit 4, Topic B	B-3, B-4
2.3.6	Set tab stops	Basic	Unit 4, Topic B	B-2, B-3, B-5
2.3.7	Move tab stops	Basic	Unit 4, Topic B	B-2

Objective		Course level	Conceptual information	Supporting activities
2.4	Apply spacing settings to text and paragraphs			
2.4.1	Set line spacing	Basic	Unit 4, Topic D	D-4
2.4.2	Set paragraph spacing	Basic	Unit 4, Topic D	D-3
2.5	Create tables			
2.5.1	Use the Insert Table dialog box	Basic	Unit 5, Topic A	
2.5.2	Use Draw Table	Basic	Unit 5, Topic A	A-3
2.5.3	Insert a Quick Table	Basic	Unit 5, Topic A	
2.5.4	Convert text to a table	Basic	Unit 5, Topic A	A-2
2.5.5	Use a table to control page layout	Basic	Unit 5, Topic A	A-3
2.6	Manipulate tables in a document			
2.6.1	Sort content	Intermediate	Unit 3, Topic C	C-1
2.6.2	Add a row to a table	Basic	Unit 5, Topic B Unit 5, Topic C	C-1
2.6.3	Add a column to a table	Basic	Unit 5, Topic C	C-1
2.6.4	Manipulate rows			
2.6.4.1	Split	Intermediate	Unit 3, Topic A	A-3
2.6.4.2	Merge	Intermediate	Unit 3, Topic A	A-2
2.6.4.3	Move	Basic	Unit 5, Topic C	C-3
2.6.4.4	Resize	Basic	Unit 5, Topic C	C-4
2.6.4.5	Delete	Basic	Unit 5, Topic C	C-2
2.6.5	Manipulate columns			
2.6.5.1	Split	Intermediate	Unit 3, Topic A	A-3
2.6.5.2	Merge	Intermediate	Unit 3, Topic A	A-2
2.6.5.3	Move	Basic	Unit 5, Topic C	C-3
2.6.5.4	Resize	Intermediate	Unit 3, Topic A	A-5
2.6.5.5	Delete	Basic	Unit 5, Topic C	C-2
2.6.6	Define the header row	Intermediate	Unit 3, Topic C	C-3
2.6.7	Convert tables to text	Basic	Unit 5, Topic C	C-6
2.6.8	View gridlines	Basic	Unit 5, Topic A	A-3

Objective		Course level	Conceptual information	Supporting activities
2.7	Apply bullets to a document			
2.7.1	Apply bullets	Basic	Unit 4, Topic C	C-3
2.7.2	Select a symbol format	Basic	Unit 4, Topic C	
2.7.3	Define a picture to be used as a bullet	Basic	Unit 4, Topic C	
2.7.4	Use AutoFormat	Basic	Unit 4, Topic E	
2.7.5	Promote and demote bullet levels	Basic	Unit 4, Topic C	C-4

3 Applying Page Layout and Reusable Content

#	Objective	Course level	Conceptual information	Supporting activities
3.1	Apply and manipulate Page Setup settings			
3.1.1	Set margins	Basic	Unit 6, Topic B	B-1, B-2
		Intermediate	Unit 2, Topic A	A-2
3.1.2	Insert nonbreaking spaces	Basic	Unit 6, Topic B	
3.1.3	Add hyphenation	Intermediate	Unit 2, Topic B	B-1
3.1.4	Add columns	Intermediate	Unit 2, Topic B	B-1, B-2
3.1.5	Remove a break	Basic	Unit 6, Topic C	C-1
		Intermediate	Unit 2, Topic B	B-2
3.1.6	Force a page break	Basic	Unit 6, Topic C	C-1
3.1.7	Insert a section break			
3.1.7.1	Continuous	Intermediate	Unit 2, Topic A Unit 2, Topic B	B-3
3.1.7.2	Next page	Intermediate	Unit 2, Topic A	A-1
3.1.7.3	Next Odd	Intermediate	Unit 2, Topic A	
3.1.7.4	Next Even	Intermediate	Unit 2, Topic A	
3.1.8	Insert a blank page into a document	Basic	Unit 6, Topic C	
		Advanced	Unit 6, Topic C	C-5

Objective		Course level	Conceptual information	Supporting activities
3.2	Apply themes			
3.2.1	Use a theme to apply formatting	Advanced	Unit 2, Topic B	B-3
3.2.2	Customize a theme	Advanced	Unit 2, Topic B	B-3
3.3	Construct content in a document by using the Quick Parts tool			
3.3.1	Add built-in building blocks			
3.3.1.1	Quotes	Intermediate	Unit 6, Topic C	C-3
3.3.1.2	Text boxes	Intermediate	Unit 5, Topic B	B-2
3.3.1.3	Header	Basic	Unit 6, Topic A	A-1
		Intermediate	Unit 5, Topic B	B-2
3.3.1.4	Footer	Basic	Unit 6, Topic A	A-1
3.3.1.5	Cover page	Advanced	Unit 6, Topic A	A-4
3.3.1.6	Watermark	Advanced	Unit 2, Topic B	B-2
3.3.1.7	Equations	Intermediate	Unit 5, Topic B	
3.4	Create and manipulate page backgrounds			
3.4.1	Format a document's background	Advanced	Unit 2, Topic B	B-1
3.4.2	Set a colored background	Advanced	Unit 2, Topic B	B-1
3.4.3	Add a watermark	Advanced	Unit 2, Topic B	B-2
3.4.4	Set page borders	Advanced	Unit 2, Topic B	B-1
3.5	Create and modify headers and footers			
3.5.1	Insert page numbers	Basic	Unit 6, Topic A	A-3
3.5.2	Format page numbers	Intermediate	Unit 2, Topic A	A-4
3.5.3	Insert the current date and time	Basic	Unit 3, Topic A	A-2
3.5.4	Insert a built-in header or footer	Basic	Unit 6, Topic A	A-1
3.5.5	Add content to a header or footer			
3.5.5.1	Custom dialog box	Intermediate	Unit 5, Topic B	B-3, B-4
3.5.5.2	Manual entry	Basic	Unit 6, Topic A	A-2
3.5.6	Delete a header or footer	Basic	Unit 6, Topic A	
3.5.7	Change margins	Basic	Unit 6, Topic A	A-1
3.5.8	Apply a different first-page attribute	Basic	Unit 6, Topic A	A-2

4 Including Illustrations and Graphics in a Document

#	Objective	Course level	Conceptual information	Supporting activities
4.1	Insert and format pictures in a document			
4.1.1	Add captions	Advanced	Unit 6, Topic B	B-3
4.1.2	Apply artistic effects	Basic	Unit 8, Topic B	B-3
4.1.3	Apply picture styles	Basic	Unit 8, Topic B	B-3
4.1.4	Compress pictures	Basic	Unit 8, Topic B	B-3
4.1.5	Modify a shape	Intermediate	Unit 6, Topic B	B-2
4.1.6	Adjust position and size	Basic	Unit 8, Topic B	B-1, B-2
4.1.7	Insert screenshots	Basic	Unit 8, Topic A	
4.2	Insert and format shapes, WordArt, and SmartArt			
4.2.1	Add text to a shape	Intermediate	Unit 6, Topic A Unit 6, Topic B	A-1 B-2
4.2.2	Modify text on a shape	Intermediate	Unit 6, Topic B	B-2
4.2.3	Add captions	Advanced	Unit 6, Topic B	B-3
4.2.4	Set shape styles			
4.2.4.1	Border	Intermediate	Unit 6, Topic B	B-4
4.2.4.2	Text	Intermediate	Unit 6, Topic A Unit 6, Topic C	C-1
4.2.5	Adjust position and size	Intermediate	Unit 6, Topic B	B-2
4.3	Insert and format clip art			
4.3.1	Organize clip art	Basic	Unit 8, Topic A	
4.3.2	Add captions	Advanced	Unit 6, Topic B	B-3
4.3.3	Apply artistic effects	Basic	Unit 8, Topic B	B-3
4.3.4	Compress pictures	Basic	Unit 8, Topic B	B-3
4.3.5	Adjust position and size	Basic	Unit 8, Topic B	B-1, B-2

Objective	Course level	Conceptual information	Supporting activities
4.4 Apply and manipulate text boxes			
4.4.1 Format text boxes	Intermediate	Unit 6, Topic B	B-4
4.4.2 Save a selection to the Text Box gallery	Intermediate	Unit 5, Topic B	B-3
4.4.3 Apply text box styles	Intermediate	Unit 6, Topic B	B-4
4.4.4 Change text direction	Intermediate	Unit 6, Topic B	
4.4.5 Apply shadow effects	Intermediate	Unit 6, Topic B	
4.4.6 Apply 3-D effects	Intermediate	Unit 5, Topic B	B-2

5 Proofreading Documents

#	Objective	Course level	Conceptual information	Supporting activities
5.1	Validate content by using spelling and grammar checking options			
5.1.1	Set grammar	Basic	Unit 7, Topic A	A-3
5.1.2	Set style options	Basic	Unit 7, Topic A	
5.2	Configure AutoCorrect settings			
5.2.1	Add or remove exceptions	Basic	Unit 7, Topic B	
5.2.2	Turn on and off AutoCorrect	Basic	Unit 7, Topic B	
5.3	Insert and modify comments in a document			
5.3.1	Insert a comment	Intermediate	Unit 7, Topic B	B-1
5.3.2	Edit a comment	Intermediate	Unit 7, Topic B	B-1
5.3.3	Delete a comment	Intermediate	Unit 7, Topic B	
5.3.4	View a comment			
5.3.4.1	View comments from another user	Intermediate	Unit 7, Topic A	A-3
5.3.4.2	View comments inline	Intermediate	Unit 7, Topic A	A-1
5.3.4.3	View comments as balloons	Intermediate	Unit 7, Topic A	A-1

6 Applying References and Hyperlinks

#	Objective	Course level	Conceptual information	Supporting activities
6.1	Apply a hyperlink			
6.1.1	Apply a hyperlink to text or graphics	Intermediate	Unit 8, Topic B	B-1
6.1.2	Use a hyperlink as a bookmark	Advanced	Unit 6, Topic D	D-1
6.1.3	Link a hyperlink to an e-mail address	Intermediate	Unit 8, Topic B	
6.2	Create endnotes and footnotes in a document			
6.2.1	Demonstrate the difference between endnotes and footnotes	Advanced	Unit 6, Topic C	
6.2.2	Manage footnote and endnote locations	Advanced	Unit 6, Topic C	
6.2.3	Configure footnote and endnote formats	Advanced	Unit 6, Topic C	C-6
6.2.4	Presentation	Advanced	Unit 6, Topic C	C-6
6.2.5	Change footnote and endnote numbering	Advanced	Unit 6, Topic C	C-6
6.3	Create a Table of Contents in a document			
6.3.1	Use default formats	Advanced	Unit 6, Topic B	B-1
6.3.2	Set levels	Advanced	Unit 6, Topic B	B-2
6.3.3	Set alignment	Advanced	Unit 6, Topic B	
6.3.4	Set tab leaders	Advanced	Unit 6, Topic B	
6.3.5	Modify styles	Advanced	Unit 6, Topic B	
6.3.6	Update a table of contents			
6.3.6.1	Page numbers	Advanced	Unit 6, Topic B	
6.3.6.2	Entire table	Advanced	Unit 6, Topic B	B-1

7 Performing Mail Merge Operations

#	Objective	Course level	Conceptual information	Supporting activities
7.1	Set up a mail merge			
7.1.1	Perform a mail merge using the Mail Merge Wizard	Advanced	Unit 1, Topic A	
7.1.2	Perform a mail merge manually	Advanced	Unit 1, Topic A	A-3
7.1.3	Use Auto Check for Errors	Advanced	Unit 1, Topic A	
7.2	Execute a mail merge			
7.2.1	Preview and print a mail merge operation	Advanced	Unit 1, Topic A	A-5

Topic B: Expert exam objectives map

Explanation

This section lists all Microsoft Office Specialist exam objectives for Word Expert 2010 (Exam 77-887) and indicates where each objective is covered in conceptual explanations, activities, or both.

1 Sharing and Maintaining Documents

#	Objective	Course level	Conceptual information	Supporting activities
1.1	Configure Word options			
1.1.1	Change default program options	Basic	Unit 1, Topic B Unit 2, Topic A Unit 4, Topic A Unit 4, Topic E Unit 7, Topic B	B-4 E-1
		Intermediate	Unit 1, Topic C Unit 7, Topic A	A-1
		Advanced	Unit 2, Topic B Unit 4, Topic A Unit 5, Topic A Unit 5, Topic B Unit 5, Topic C	B-5 A-3 A-2, A-3, A-4 B-1, B-2 C-1
1.1.2	Change spelling options	Basic	Unit 7, Topic A	
1.1.3	Change grammar checking options	Basic	Unit 7, Topic A	A-3
1.2	Apply protection to a document			
1.2.1	Restrict editing	Intermediate	Unit 5, Topic C Unit 7, Topic A	C-1 A-4
		Advanced	Unit 2, Topic B	B-4
1.2.2	Apply controls or restrictions to document access	Intermediate	Unit 5, Topic C	C-1
		Advanced	Unit 4, Topic B	B-3
1.3	Apply a template to a document			
1.3.1	Modify an existing template	Intermediate	Unit 5, Topic A	A-2
1.3.2	Create a new template	Intermediate	Unit 5, Topic A	A-2
1.3.3	Apply a template to an existing document	Intermediate	Unit 5, Topic A	
1.3.4	Manage templates by using the Organizer	Intermediate	Unit 5, Topic A	

2 Formatting Content

#	Objective	Course level	Conceptual information	Supporting activities
2.1	Apply advanced font and paragraph attributes			
2.1.1	Use character attributes	Basic Intermediate	Unit 4, Topic A Unit 1, Topic C	A-1, A-2, A-3 C-1, C-2
2.1.2	Use character-specific styles	Intermediate	Unit 1, Topic B	B-5
2.2	Create tables and charts			
2.2.1	Insert tables by using Microsoft Excel data in tables	Advanced	Unit 2, Topic A	A-1
2.2.2	Apply formulas or calculations on a table	Intermediate	Unit 3, Topic C	C-4
2.2.3	Modify chart data	Advanced	Unit 2, Topic A	A-3
2.2.4	Save a chart as a template	Advanced	Unit 2, Topic A	A-3
2.2.5	Modify a chart layout	Advanced	Unit 2, Topic A	A-3
2.3	Construct reusable content in a document			
2.3.1	Create customized building blocks	Intermediate	Unit 5, Topic B	B-3
2.3.2	Save a selection as a Quick Part	Intermediate	Unit 5, Topic B	B-3
2.3.3	Save Quick Parts after a document is saved	Intermediate	Unit 5, Topic B	
2.3.4	Insert text as a Quick Part	Intermediate	Unit 5, Topic B	B-4
2.3.5	Add content to a header or footer	Basic	Unit 6, Topic A	A-2, A-3
2.4	Link sections			
2.4.1	Link text boxes	Intermediate	Unit 6, Topic B	
2.4.2	Break links between text boxes	Intermediate	Unit 6, Topic B	
2.4.3	Link different sections	Intermediate	Unit 2, Topic A	A-3

3 Tracking and Referencing Documents

#	Objective	Course level	Conceptual information	Supporting activities
3.1	Review, compare, and combine documents			
3.1.1	Apply tracking	Intermediate	Unit 7, Topic A	A-1
3.1.2	Merge different versions of a document	Intermediate	Unit 7, Topic A	A-6
3.1.3	Track changes in a combined document	Intermediate	Unit 7, Topic A	A-6
3.1.4	Review comments in a combined document	Intermediate	Unit 7, Topic B	B-1
3.2	Create a reference page			
3.2.1	Add citations	Advanced	Unit 6, Topic C	C-3
3.2.2	Manage sources	Advanced	Unit 6, Topic C	C-3, C-4
3.2.3	Compile a bibliography	Advanced	Unit 6, Topic C	C-4
3.2.4	Apply cross-references	Advanced	Unit 6, Topic D	D-4
3.3	Create a Table of Authorities in a document			
3.3.1	Apply default formats	Advanced	Unit 6, Topic C	C-5
3.3.2	Adjust alignment	Advanced	Unit 6, Topic C	
3.3.3	Apply a tab leader	Advanced	Unit 6, Topic C	
3.3.4	Modify styles	Advanced	Unit 6, Topic C	
3.3.5	Mark citations	Advanced	Unit 6, Topic C	C-5
3.3.6	Use passim (short form)	Advanced	Unit 6, Topic C	
3.4	Create an index in a document			
3.4.1	Specify the index type	Advanced	Unit 6, Topic C	C-2
3.4.2	Specify columns	Advanced	Unit 6, Topic C	C-2
3.4.3	Specify the language	Advanced	Unit 6, Topic C	
3.4.4	Modify an index	Advanced	Unit 6, Topic C	
3.4.5	Mark index entries	Advanced	Unit 6, Topic C	C-1

4 Performing Mail Merge Operations

#	Objective	Course level	Conceptual information	Supporting activities
4.1	Execute a mail merge			
4.1.1	Merge rules	Advanced	Unit 1, Topic A	A-5
4.1.2	Send personalized e-mail messages to multiple recipients	Advanced	Unit 1, Topic A	
4.2	Create a mail merge by using other data sources			
4.2.1	Use Microsoft Outlook tables as data sources for a mail merge operation	Advanced	Unit 1, Topic A	
4.2.2	Use Access tables as data sources for a mail merge operation	Advanced	Unit 1, Topic A	
4.2.3	Use Excel tables as data sources for a mail merge operation	Advanced	Unit 1, Topic A	A-1
4.2.4	Use Word tables as data sources for a mail merge operation	Advanced	Unit 1, Topic A	
4.3	Create labels and forms			
4.3.1	Prepare data	Advanced	Unit 1, Topic B	B-1, B-2, B-3
4.3.2	Create mailing labels	Advanced	Unit 1, Topic C	C-1, C-2
4.3.3	Create envelope forms	Intermediate	Unit 4, Topic B	B-1
		Advanced	Unit 1, Topic C	C-3
4.3.4	Create label forms	Intermediate	Unit 4, Topic A	A-1
		Advanced	Unit 1, Topic C	C-1, C-2

5 Managing Macros and Forms

#	Objective	Course level	Conceptual information	Supporting activities
5.1	Apply and manipulate macros			
5.1.1	Record a macro	Advanced	Unit 3, Topic A	A-1
5.1.2	Run a macro	Advanced	Unit 3, Topic A	A-3
5.1.3	Apply macro security	Advanced	Unit 3, Topic A	A-3
5.2	Apply and manipulate macro options			
5.2.1	Run macros when a document is opened	Advanced	Unit 3, Topic A	
5.2.2	Run macros when a button is clicked	Advanced	Unit 3, Topic A	A-3
5.2.3	Assign a macro to a command button	Advanced	Unit 3, Topic A	
5.2.4	Create a custom macro button on the Quick Access Toolbar	Advanced	Unit 3, Topic A Unit 5, Topic B	A-1 B-3
5.3	Create forms			
5.3.1	Use the Controls group	Advanced	Unit 4, Topic A	A-3, A-4, A-5
5.3.2	Add Help content to form fields	Advanced	Unit 4, Topic A	A-6
5.3.3	Link a form to a database	Advanced	Unit 4, Topic A	
5.3.4	Lock a form	Advanced	Unit 4, Topic A Unit 4, Topic B	B-1
5.4	Manipulate forms			
5.4.1	Unlock a form	Advanced	Unit 4, Topic B	B-2
5.4.2	Add fields to a form	Advanced	Unit 4, Topic A	A-6
5.4.3	Remove fields from a form	Advanced	Unit 4, Topic A	