

A p p e n d i x A

Microsoft Office Specialist exam objectives

This appendix covers these additional topics:

- A** Word 2013 Specialist exam objectives, with references to corresponding coverage in ILT Series courseware.
- B** Word 2013 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 2013 (Exam 77-418) and indicates where each objective is covered in conceptual explanations, activities, or both.

#	Objective	Course level	Conceptual information	Supporting activities
1.0	Create and Manage Documents			
1.1	Create a Document			
1.1.1	Create new blank documents	Basic	Unit 1, Topic A	A-1
1.1.2	Create new documents apply templates	Basic	Unit 1, Topic B	B-1
1.1.3	Import files	Advanced	Unit 6, Topic B	B-2, B-3
1.1.4	Open non-native files directly in Word	Basic	Unit 1, Topic B	
1.1.5	Open a PDF in Word for editing	Basic	Unit 8, Topic C	C-3
1.2	Navigate Through a Document			
1.2.1	Search for text within document	Basic	Unit 2, Topic D	D-1
1.2.2	Insert hyperlinks	Basic	Unit 2, Topic A	A-4
1.2.3	Create bookmarks	Advanced	Unit 4, Topic A	
1.2.4	Demonstrate how to use Go To	Basic	Unit 2, Topic D	D-2
1.3	Format a Document			
1.3.1	Modify page setup	Basic	Unit 5, Topic B	B-1, B-2
1.3.2	Change document themes	Advanced	Unit 3, Topic C	C-3
1.3.3	Change document style sets	Advanced	Unit 3, Topic C	
1.3.4	Insert simple headers and footers	Basic	Unit 5, Topic A	A-1, A-2
1.3.5	Insert watermarks	Advanced	Unit 3, Topic C	C-2
1.3.6	Insert page numbers	Basic	Unit 5, Topic A	A-2
1.4	Customize Options and Views for Documents			
1.4.1	Change document views	Basic	Unit 1, Topic C	C-1
1.4.2	Demonstrate how to use zoom	Basic	Unit 1, Topic C	C-2
1.4.3	Customize the Quick Access toolbar	Advanced	Unit 7, Topic A	A-3

#	Objective	Course level	Conceptual information	Supporting activities
1.4	Customize Options and Views for Documents (continued)			
1.4.4	Customize the Ribbon	Advanced	Unit 7, Topic A	A-1, A-2
1.4.5	Split the window	Basic	Unit 1, Topic C	C-3
1.4.6	Add values to document properties	Advanced	Unit 5, Topic A	A-2
1.4.7	Demonstrate how to use Show/Hide	Basic	Unit 1, Topic B	B-2
1.4.8	Record simple macros	Advanced	Unit 7, Topic B	B-1
1.4.9	Assign shortcut keys	Advanced	Unit 7, Topic B	
1.4.10	Manage macro security	Advanced	Unit 7, Topic B	
1.5	Configure Documents to Print or Save			
1.5.1	Configure documents to print	Basic	Unit 8, Topic C	C-1
1.5.2	Save documents in alternate file formats	Basic	Unit 1, Topic B	B-3
1.5.3	Print document sections	Basic	Unit 8, Topic C	C-1
1.5.4	Save files to remote locations	Basic	Unit 1, Topic B	
1.5.5	Protect documents with passwords	Advanced	Unit 5, Topic A Unit 6, Topic A	A-3
1.5.6	Set print scaling	Basic	Unit 8, Topic C	
1.5.7	Maintain backward compatibility	Basic	Unit 1, Topic B	B-3
2.0	Format Text, Paragraphs, and Sections			
2.1	Insert Text and Paragraphs			
2.1.1	Append text to documents	Basic	Unit 2, Topic C	
2.1.2	Find and replace text	Basic	Unit 2, Topic D	D-3
2.1.3	Copy and paste text	Basic	Unit 2, Topic C	C-1, C-2
2.1.4	Insert text via AutoCorrect	Basic	Unit 8, Topic B	B-1, B-2
2.1.5	Remove blank paragraphs	Basic	Unit 2, Topic A	
2.1.6	Insert built-in fields	Basic	Unit 2, Topic A	A-2
2.1.7	Insert special characters (©, ™, £)	Basic	Unit 2, Topic A	A-3

#	Objective	Course level	Conceptual information	Supporting activities
2.2	Format Text and Paragraphs			
2.2.1	Change font attributes	Basic	Unit 3, Topic A	A-1
2.2.2	Demonstrate how to use Find and Replace to format text	Basic	Unit 3, Topic A	A-4
2.2.3	Demonstrate how to use Format Painter	Basic	Unit 3, Topic A	A-3
2.2.4	Set paragraph spacing	Basic	Unit 3, Topic D	D-2
2.2.5	Set line spacing	Basic	Unit 3, Topic D	D-3
2.2.6	Clear existing formatting	Basic	Unit, Topic A	
2.2.7	Set indentation	Basic	Unit 3, Topic B Unit 3, Topic D	B-2 D-1
2.2.8	Highlight text selections	Basic	Unit 3, Topic A	
2.2.9	Add styles to text	Basic	Unit 7, Topic B	B-1
2.2.10	Change text to WordArt	Advanced	Unit 2, Topic C	C-1
2.2.11	Modify existing style attributes	Basic	Unit 7, Topic B	B-2, B-3
2.3	Order and Group Text and Paragraphs			
2.3.1	Prevent paragraph orphans	Basic	Unit 5, Topic B	B-3
2.3.2	Insert breaks to create sections	Advanced	Unit 3, Topic A	A-1
2.3.3	Create multiple columns within sections	Advanced	Unit 3, Topic B	B-1
2.3.4	Add titles to sections	Advanced	Unit 3, Topic A	A-3
2.3.5	Force page breaks	Basic	Unit 5, Topic B	B-4
3.0	Create Tables and Lists			
3.1	Create a Table			
3.1.1	Convert text to tables	Basic	Unit 4, Topic A	A-2
3.1.2	Convert tables to text	Basic	Unit 4, Topic A	
3.1.3	Define table dimensions	Basic	Unit 4, Topic A	A-1
3.1.4	Set AutoFit options	Basic	Unit 4, Topic C	C-3
3.1.5	Demonstrate how to use Quick Tables	Basic	Unit 4, Topic A	
3.1.6	Set a table title	Basic	Unit 4, Topic E	E-2

#	Objective	Course level	Conceptual information	Supporting activities
3.2	Modify a Table			
3.2.1	Apply styles to tables	Basic	Unit 4, Topic D	D-3, D-4
3.2.2	Modify fonts within tables	Basic	Unit 4, Topic B	B-3
3.2.3	Sort table data	Basic	Unit 4, Topic E	E-1
3.2.4	Configure cell margins	Basic	Unit 4, Topic C	C-3
3.2.5	Demonstrate how to apply formulas to a table	Basic	Unit 4, Topic E	E-3
3.2.6	Modify table dimensions	Basic	Unit 4, Topic C	C-3
3.2.7	Merge cells	Basic	Unit 4, Topic C	C-5
3.3	Create and Modify a List			
3.3.1	Add numbering or bullets	Basic	Unit 3, Topic C	C-3
3.3.2	Create custom bullets	Basic	Unit 3, Topic C	
3.3.3	Modify list indentation	Basic	Unit 3, Topic C	C-4
3.3.4	Modify line spacing	Basic	Unit 3, Topic C	
3.3.5	Increase and decrease list levels	Basic	Unit 3, Topic C	C-4
3.3.6	Modify numbering	Basic	Unit 3, Topic C	C-4
4.0	Apply References			
4.1	Create Endnotes, Footnotes, and Citations			
4.1.1	Insert endnotes	Advanced	Unit 4, Topic B	B-2
4.1.2	Manage footnote locations	Advanced	Unit 4, Topic B	B-2
4.1.3	Configure endnote formats	Advanced	Unit 4, Topic B	B-2
4.1.4	Modify footnote numbering	Advanced	Unit 4, Topic B	B-2
4.1.5	Insert citation placeholders	Advanced	Unit 4, Topic B	
4.1.6	Insert citations	Advanced	Unit 4, Topic B	B-1
4.1.7	Insert bibliography	Advanced	Unit 4, Topic B	B-1
4.1.8	Change citation styles	Advanced	Unit 4, Topic B	B-1

#	Objective	Course level	Conceptual information	Supporting activities
4.2	Create Captions			
4.2.1	Add captions	Advanced	Unit 4, Topic A	A-2
4.2.2	Set caption positions	Advanced	Unit 4, Topic A	A-2
4.2.3	Change caption formats	Advanced	Unit 4, Topic A	A-2
4.2.4	Change caption labels	Advanced	Unit 4, Topic A	
4.2.5	Exclude labels from captions	Advanced	Unit 4, Topic A	A-2
5.0	Insert and Format Objects			
5.1	Insert and Format Building Blocks			
5.1.1	Insert Quick Parts	Advanced	Unit 1, Topic A	A-1
5.1.2	Insert textboxes	Advanced	Unit 2, Topic C	C-3
5.1.3	Demonstrate how to use Building Blocks Organizer	Advanced	Unit 7, Topic C	C-1
5.1.4	Customize Building Blocks	Advanced	Unit 7, Topic C	C-2
5.2	Insert and Format Shapes and SmartArt			
5.2.1	Insert simple shapes	Advanced	Unit 2, Topic B	B-1
5.2.2	Insert SmartArt	Advanced	Unit 2, Topic A	A-1
5.2.3	Modify SmartArt properties (color, size, shape)	Advanced	Unit 2, Topic A	A-2
5.2.4	Wrap text around shapes	Advanced	Unit 2, Topic B	
5.2.5	Position shapes	Advanced	Unit 2, Topic B	B-2
5.3	Insert and Format Images			
5.3.1	Insert images	Basic	Unit 6, Topic A	A-1, A-2
5.3.2	Apply artistic effects	Basic	Unit 6, Topic B	B-3
5.3.3	Apply picture effects	Basic	Unit 6, Topic B	B-3
5.3.4	Modify image properties (color, size, shape)	Basic	Unit 6, Topic B	B-1
5.3.5	Add Quick Styles to images	Basic	Unit 6, Topic B	B-4
5.3.6	Wrap text around images	Basic	Unit 6, Topic B	B-2
5.3.7	Position images	Basic	Unit 6, Topic B	B-2

Topic B: Expert exam objectives map

Explanation

This section lists all Microsoft Office Specialist exam objectives for Word Expert 2013 (Exam 77-419) and indicates where each objective is covered in conceptual explanations, activities, or both.

#	Objective	Course level	Conceptual information	Supporting activities
1.0	Manage and Share Documents			
1.1	Manage Multiple Documents			
1.1.1	Modify existing templates	Basic	Unit 1, Topic B	B-1
1.1.2	Merge multiple documents	Advanced	Unit 5, Topic B	B-5
1.1.3	Manage versions of documents	Basic	Unit 1, Topic B	B-4
1.1.4	Copy styles from template to template	Basic	Unit 7, Topic B	B-5
1.1.5	Demonstrate how to use the style organizer	Basic	Unit 7, Topic B	B-5
1.1.6	Copy macros from document to document	Advanced	Unit 7, Topic B	B-2
1.1.7	Link to external data	Advanced	Unit 6, Topic B	B-2, B-3
1.1.8	Move Building Blocks between documents	Advanced	Unit 7, Topic C	C-2
1.2	Prepare Documents for Review			
1.2.1	Set tracking options	Advanced	Unit 5, Topic B	B-1
1.2.2	Limit authors	Advanced	Unit 6, Topic A	
1.2.3	Restrict editing	Advanced	Unit 5, Topic A	A-1
1.2.4	Delete document draft version	Basic	Unit 1, Topic B	
1.2.5	Remove document metadata	Advanced	Unit 5, Topic C	C-1
1.2.6	Mark as final	Advanced	Unit 5, Topic C	C-1
1.2.7	Protect a document with a password	Advanced	Unit 5, Topic A Unit 6, Topic C	A-3
1.3	Manage Document Changes			
1.3.1	Track changes	Advanced	Unit 5, Topic B	B-1
1.3.2	Manage comments	Advanced	Unit 5, Topic B	B-4

#	Objective	Course level	Conceptual information	Supporting activities
1.3	Manage Document Changes (continued)			
1.3.3	Demonstrate how to use markup options	Advanced	Unit 5, Topic B	B-1
1.3.4	Resolve multi-document style conflicts	Basic	Unit 2, Topic C	C-1
			Unit 7, Topic B	
		Advanced	Unit 7, Topic D	D-1
1.3.5	Display all changes	Advanced	Unit 5, Topic B	B-1
2.0	Design Advanced Documents			
2.1	Apply Advanced Formatting			
2.1.1	Demonstrate how to use wildcards in find and replace searches	Basic	Unit 2, Topic D	
2.1.2	Create custom field formats	Advanced	Unit 1, Topic A	A-1
2.1.3	Set advanced layout options	Basic	Unit 5, Topic B	B-2
2.1.4	Set character space options	Basic	Unit 3, Topic A	A-2
2.1.5	Set advanced character attributes	Basic	Unit 3, Topic A	A-2
2.1.6	Create and break section links	Advanced	Unit 3, Topic A	A-3
2.1.7	Link textboxes	Advanced	Unit 2, Topic C	
2.2	Apply Advanced Styles			
2.2.1	Create custom styles	Basic	Unit 7, Topic B	B-2
2.2.2	Customize settings for existing styles	Basic	Unit 7, Topic B	B-3
2.2.3	Create character-specific styles	Basic	Unit 7, Topic B	B-4
2.2.4	Assign keyboard shortcuts to styles	Basic	Unit 7, Topic B	B-3
2.3	Apply Advanced Ordering and Grouping			
2.3.1	Create outlines	Basic	Unit 7, Topic C	C-1
2.3.2	Promote sections in outlines	Basic	Unit 7, Topic C	C-1
2.3.3	Create master documents	Advanced	Unit 7, Topic D	D-1
2.3.4	Insert subdocuments	Advanced	Unit 7, Topic D	D-1
2.3.5	Link document elements	Advanced	Unit 7, Topic D	D-2

#	Objective	Course level	Conceptual information	Supporting activities
3.0	Create Advanced References			
3.1	Create and Manage Indexes			
3.1.1	Create indexes	Advanced	Unit 4, Topic B	B-4
3.1.2	Update indexes	Advanced	Unit 4, Topic B	B-4
3.1.3	Mark index entries	Advanced	Unit 4, Topic B	B-3
3.1.4	Demonstrate how to use index auto-mark files	Advanced	Unit 4, Topic B	B-5
3.2	Create and Manage Reference Tables			
3.2.1	Create a table of contents	Advanced	Unit 4, Topic A	A-1
3.2.2	Create a table of figures	Advanced	Unit 4, Topic A	A-3
3.2.3	Format table of contents	Advanced	Unit 4, Topic A	
3.2.4	Update a table of authorities	Advanced	Unit 4, Topic B	
3.2.5	Set advanced reference options (captions, footnotes, citations)	Advanced	Unit 4, Topic B	B-1, B-2
3.3	Manage Forms, Fields, and Mail Merge Operations			
3.3.1	Add custom fields	Advanced	Unit 1, Topic A	A-1
3.3.2	Modify field properties	Advanced	Unit 1, Topic A	A-1
3.3.3	Add field controls	Advanced	Unit 6, Topic A	A-2
3.3.4	Modify field control properties	Advanced	Unit 6, Topic A	A-2
3.3.5	Perform mail merges	Advanced	Unit 1, Topic A Unit 1, Topic C	A-2, A-4 C-1, C-2
3.3.6	Manage recipient lists	Advanced	Unit 1, Topic A Unit 1, Topic B	A-2 B-1, B-2
3.3.7	Insert merged fields	Advanced	Unit 1, Topic A	A-3
3.3.8	Preview results	Advanced	Unit 1, Topic A	A-4

#	Objective	Course level	Conceptual information	Supporting activities
4.0	Create Custom Word Elements			
4.1	Create and Modify Building Blocks			
4.1.1	Create custom Building Blocks	Advanced	Unit 7, Topic C	C-2
4.1.2	Save selections as Quick Parts	Advanced	Unit 7, Topic C	C-2
4.1.3	Edit Building Block properties	Advanced	Unit 7, Topic C	C-2
4.1.4	Delete Building Blocks	Advanced	Unit 7, Topic C	
4.2	Create Custom Style Sets and Templates			
4.2.1	Create custom color themes	Advanced	Unit 3, Topic C	C-3
4.2.2	Create custom font themes	Advanced	Unit 3, Topic C	C-3
4.2.3	Create custom templates	Basic	Unit 1, Topic B	B-1
4.2.4	Create and manage style sets	Advanced	Unit 3, Topic C	C-3
4.3	Prepare a Document for Internationalization and Accessibility			
4.3.1	Configure language options in documents	Basic	Unit 8, Topic A	A-1
4.3.2	Add alt-text to document elements	Advanced	Unit 5, Topic C	C-2
4.3.3	Create documents for use with accessibility tools	Advanced	Unit 5, Topic C	C-2
4.3.4	Manage multiple options for +Body and +Heading fonts	Advanced	Unit 3, Topic C	
4.3.5	Demonstrate how to apply global content standards	Basic	Unit 8, Topic A Unit 8, Topic C	A-1
4.3.6	Modify tab order in document elements and objects	Advanced	Unit 5, Topic C	