

A

Microsoft Office Word 2010

Selected Element K courseware addresses Microsoft Office Specialist (MOS) and MOS Expert certification skills for Microsoft Word 2010. The following table indicates where Word 2010 skills are covered. For example, 3-A indicates the lesson and topic number applicable to that skill, and 3-1 indicates the lesson and activity number.

<i>Objective Domain</i>	<i>Level</i>	<i>Topic</i>	<i>Activity</i>
1. Apply different views to a document.			
1.1.1 Select zoom options	1	1-C	1-3
1.1.2 Split windows	1	1-C	1-3
1.1.3 Arrange windows			
1.1.3.1 View Side by Side	1	1-C	1-3
1.1.3.2 Synchronous Scrolling	1	1-C	
1.1.4 Arrange document views			
1.1.4.1 Reorganize a document outline	3	1-B	
1.1.4.2 Master documents	3	5-F	5-8
1.1.4.3 Subdocuments	3	5-F	5-8
1.1.4.4 Web layout	1	1-C	
1.1.4.5 Draft	1	1-C	
1.1.5 Switch between windows	1	1-C	
1.1.6 Open a document in a new window	1	1-C	
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	3	6-F	6-6
1.2.1.2 Password-protect a document	3	6-E	6-5
1.2.1.3 Mark as Final	3	6-F	6-6
1.2.2 Applying protection by using ribbon commands	3	6-F	
1.3 Manage document versions.			
1.3.1 Recover draft versions	1	1-E	

Objective Domain	Level	Topic	Activity
1.3.2 Delete all draft versions	1	1–E	
1.4 Share documents.			
1.4.1 Send documents via E-mail	3	1–C	
1.4.2 Send documents via SkyDrive	3	2–G	
1.4.3 Send documents via Internet fax	3	1–C	
1.4.4 Change file types	1	1–E	
1.4.5 Create PDF documents	1	1–E	
1.4.6 Create	3	Appendix	
1.4.7 Publish a blog post	3	Appendix	
1.4.8 Register a blog account	3	Appendix	
1.5 Save a document.			
1.5.1 Use compatibility mode	1	1–E	
1.5.2 Use protected mode	3	6–C	6–3
1.5.3 Use Save As options	1	1–E	1–5
1.6 Apply a template to a document.			
1.6.1 Find templates			
1.6.1.1 Locate a template on your disk	2	8–A	
1.6.1.2 Find templates on the web	1	1–C	
2.1 Apply font and paragraph attributes.			
2.1.1 Apply character attributes	1	3–A	3–1
2.1.2 Apply styles	1	3–E	3–6
2.1.3 Use Format Painter	1	3–A	3–1
2.2 Navigate and search through a document.			
2.2.1 Use the Navigation Pane	1	2–C	
2.2.1.1 Headings	1	2–C	
2.2.1.2 Pages	1	2–C	
2.2.1.3 Results	1	2–C	
2.2.2 Use Go To	1	2–C	2–3
2.2.3 Use Browse by button	1	2–C	
2.2.4 Use Highlight features	1	3–A	3–2
2.2.5 Set Find and Replace options			
2.2.5.1 Format	1	3–F	
2.2.5.2 Special	1	2–C	
2.3 Apply indentation and tab settings to paragraphs.			
2.3.1 Apply indents			
2.3.1.1 first line	1	3–D	
2.3.1.2 hanging	1	3–D	
2.3.2 Sett tabs	1	3–B	3–3
2.3.3 Use the Tabs dialog box	1	3–B	

Objective Domain	Level	Topic	Activity
2.3.4 Set tabs on the ruler	1	3-B	3-5
2.3.5 Clear tab	1	3-B	
2.3.6 Set tab stops	1	3-B	3-5
2.3.7 Move tab stops	1	3-B	
2.4 Apply spacing settings to text and paragraphs.			
2.4.1 Set line spacing	1	3-D	3-5
2.4.2 Set paragraph spacing	1	3-D	3-5
2.5 Create tables.			
2.5.1 Use the Insert Table dialog box	1	5-A	5-1
2.5.2 Use Draw Table	1	5-A	
2.5.3 Insert a Quick Table	1	5-A	5-1
2.5.4 Convert text to table	1	5-D	5-4
2.5.5 Use a table to control page layout	1	5-A	
2.6 Manipulate tables in a document.			
2.6.1 Sort content	2	2-A	2-1
2.6.2 Add a row to a table	1	5-B	5-2
2.6.3 Add a column to a table	1	5-B	
2.6.4 Manipulate rows			
2.6.4.1 Split	1	5-B	
2.6.4.2 Merge	1	5-B	
2.6.4.3 Move	1	5-B	
2.6.4.4 Resize	1	5-B	
2.6.4.5 Delete	1	5-B	5-2
2.6.5 Manipulate columns			
2.6.5.1 Split	1	5-B	
2.6.5.2 Merge	1	5-B	
2.6.5.3 Move	1	5-B	5-2
2.6.5.4 Resize	1	5-B	5-2
2.6.5.5 Delete	1	5-B	
2.6.6 Define the header row	1	5-C	
2.6.7 Convert tables to text	1	5-D	5-4
2.6.8 View gridlines	1	5-B	
2.7 Apply bullets to a document.			
2.7.1 Apply bullets	1	3-C	
2.7.2 Select a symbol format	1	3-C	
2.7.3 Define a picture to be used as a bullet	2	1-C	
2.7.4 Use AutoFormat	1	3-C	
2.7.5 Promote and demote bullet levels	2	1-C	1-4
3.1 Apply and manipulate page setup settings.			

Objective Domain	Level	Topic	Activity
3.1.1 Set margins	1	3-D, 8-A	8-2
3.1.2 Insert non-breaking spaces	1	3-D	
3.1.3 Add hyphenation	1	3-D	
3.1.4 Add columns	2	7-C	7-3
3.1.5 Remove a break	1	8-A	
3.1.6 Force a page break	1	8-A	8-1
3.1.7 Insert a section break			
3.1.7.1 Continuous	2	7-B	7-2
3.1.7.2 Next page	2	7-B	
3.1.7.3 Next Odd	2	7-B	
3.1.7.4 Next Even	2	7-B	
3.1.8 Insert a blank page into a document	3	5-A	5-1
3.2 Apply themes.			
3.2.1 Use a theme to apply formatting	2	3-C	3-4
3.2.2 Customize a theme	2	3-C	3-4
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	2	6-A	
3.3.1.2 Text boxes	2	6-A	
3.3.1.3 Header	2	6-A	
3.3.1.4 Footer	2	6-A	
3.3.1.5 Cover page	2	6-A	
3.3.1.6 Watermark	2	6-A	
3.3.1.7 Equations	2	6-A	
3.4 Create and manipulate page backgrounds.			
3.4.1 Format a document's background	1	7-A	
3.4.2 Set a colored background	1	7-A	7-1
3.4.3 Add a watermark	1	7-B	7-2
3.4.4 Set page borders	1	7-A	7-1
3.5 Create and modify headers and footers.			
3.5.1 Insert page numbers	1	7-C	7-3
3.5.2 Format page numbers	1	7-C	7-4
3.5.3 Insert the current date and time	1	7-C	7-3
3.5.4 Insert a built-in header or footer	1	7-C	
3.5.5 Add content to a header or footer			
3.5.5.1 Custom dialog box	1	7-C	
3.5.5.2 Manual entry	1	7-C	7-3
3.5.6 Delete a header or footer	1	7-C	
3.5.7 Change margins	1	8-A	8-2

Objective Domain	Level	Topic	Activity
3.5.8 Apply a different first page attribute	1	7-C	
4.1 Insert and format pictures in a document.			
4.1.1 Add captions	2	2-D	2-4
4.1.2 Apply artistic effects	2	4-B	4-2
4.1.3 Apply picture styles	2	4-B	
4.1.4 Compress pictures	2	4-B	4-2
4.1.5 Modify a shape	2	5-B	5-3
4.1.6 Adjust position and size	2	4-C	4-3
4.1.7 Insert screenshots	2	4-D	4-4
4.2 Insert and format shapes, WordArt, and SmartArt.			
4.2.1 Add text to a shape	2	5-B	5-3
4.2.2 Modify text on a shape	2	5-D	5-5
4.2.3 Add captions	2	2-D	2-4
4.2.4 Set shape styles			
4.2.4.1 Border	2	5-B	
4.2.4.2 Text	2	5-C	5-4
4.2.5 Adjust position and size	2	5-D	
4.3 Insert and format Clip Art.			
4.3.1 Organize ClipArt	1	4-A	
4.3.2 Add captions	2	2-D	
4.3.3 Apply artistic effects	2	4-B	4-2
4.3.4 Compress pictures	2	4-B	4-2
4.3.5 Adjust position and size	2	4-A	
4.4 Apply and manipulate text boxes.			
4.4.1 Format text boxes	2	5-A	5-1
4.4.2 Save a selection to the text box gallery	2	5-A	
4.4.3 Apply text box styles	2	5-A	5-1
4.4.4 Change Text direction	2	2-B	2-2
4.4.5 Apply shadow effects	2	5-A	5-1
4.4.6 Apply 3-D effects	2	5-A	
5.1 Validate content by using spelling and grammar checking options.			
5.1.1 Set grammar	1	6-A	
5.1.2 Set style options	1	6-A	
5.2 Configure AutoCorrect settings.			
5.2.1 Add or remove exceptions	1	6-A	
5.2.2 Turn on and off AutoCorrect	1	6-A	
5.3 Insert and modify comments in a document			
5.3.1 Insert a comment	3	2-C	2-3

Objective Domain	Level	Topic	Activity
5.3.2 Edit a comment	3	2-C	2-4
5.3.3 Delete a comment	3	2-C	2-4
5.3.4 View a comment			
5.3.4.1 View comments from another user	3	2-F	2-7
5.3.4.2 View comments inline	3	2-F	
5.3.4.3 View comments as balloons	3	2-F	
6.1 Apply a hyperlink.			
6.1.1 Apply a hyperlink to text or graphic	3	4-D	4-4
6.1.2 Use a hyperlink as a bookmark	3	4-D	
6.1.3 Link a hyperlink to an E-mail address	3	4-D	
6.2 Create endnotes and footnotes in a document.			
6.2.1 Demonstrate difference between Endnotes and Footnotes	3	4-B	
6.2.2 Manage footnote and endnote locations	3	4-B	4-2
6.2.3 Configure footnote and endnote format	3	4-B	
6.2.4 Presentation	3	4-B	
6.2.5 Change footnote and endnote numbering	3	4-B	4-2
6.3.1 Use default formats	3	5-E	
6.3.2 Set levels	3	5-E	5-7
6.3.3 Set alignment	3	5-E	
6.3.4 Set tab leader	3	5-E	
6.3.5 Modify styles	3	5-E	5-7
6.3.6 Update a table of contents			
6.3.6.1 Page numbers	3	5-E	
6.3.6.2 Entire table	3	5-E	
7.1 Set up mail merge.			
7.1.1 Perform a mail merge using the Mail Merge Wizard	2	9-A	9-1
7.1.2 Perform a mail merge manually	2	9-A	
7.1.3 Use Auto Check for Errors	2	9-A	9-1
7.2 Execute mail merge.			
7.2.1 Preview and print a mail merge operation	2	9-A	9-1

B

Microsoft Office Word Expert 2010

Selected Element K courseware addresses Microsoft Certified Application Specialist skills for Microsoft Office. The following tables indicate where Word Expert 2010 skills are covered. For example, 3-A indicates the lesson and topic number applicable to that skill, and 3-1 indicates the lesson and activity number.

<i>Objective Domain</i>	<i>Level</i>	<i>Topic</i>	<i>Activity</i>
1.1 Configure Word options.			
1.1.1 Change default program options	1	1-B	1-2
1.1.2 Change spelling options	1	6-A	6-2
1.1.3 Change grammar checking options	1	6-A	
1.2 Apply protection to a document.			
1.2.1 Restrict editing	3	6-F	6-6
1.2.2 Apply controls or restrictions to document access	3	6-E, 6-F	6-5, 6-6
1.3 Apply a template to a document.			
1.3.1 Modify an existing template	2	8-A	8-1
1.3.2 Create a new template	2	8-B	8-2
1.3.3 Apply a template to an existing document	2	8-A	8-1
1.3.4 Manage templates by using the Organizer	2	10-A	
2.1 Apply advanced font and paragraph attributes.			
2.1.1 Use character attributes	1	3-A	3-1
2.1.2 Use character-specific styles	1	3-E	3-6
2.2 Create tables and charts.			
2.2.1 Insert tables by using Microsoft Excel data in tables	1	5-A	
2.2.2 Apply formulas or calculations on a table	2	2-C	2-3
2.2.3 Modify chart data	2	2-C	2-4
2.2.4 Save a chart as a template	2	2-D	
2.2.5 Modify chart layout	2	2-D	2-4
2.3 Construct reusable content in a document.			

Objective Domain	Level	Topic	Activity
2.3.1 Create customized building blocks	2	6–B	6–2
2.3.2 Save a selection as a quick part	2	6–B	6–2
2.3.3 Save quick parts after a document is saved	2	6–B	6–2
2.3.4 Insert text as a quick part	2	6–B	
2.3.5 Add content to a header or footer	2	6–D	
2.4 Link sections			
2.4.1 Link text boxes	2	7–D	7–4
2.4.2 Break links between text boxes	2	7–D	
2.4.3 Link different sections	2	7–B	
3.1 Review, compare, and combine documents.			
3.1.1 Apply tracking	3	2–C	2–3
3.1.2 Merge different versions of a document	3	3–C	3–3
3.1.3 Track changes in a combined document	3	2–E	2–6
3.1.4 Review comments in a combined document	3	2–F	2–7
3.2 Create a reference page.			
3.2.1 Add citations	3	4–F	4–6
3.2.2 Manage sources	3	4–F	4–7
3.2.3 Compile a bibliography	3	4–F	4–6
3.2.4 Apply cross references	3	4–E	4–5
3.3 Create a Table of Authorities in a document.			
3.3.1 Apply default formats	3	5–D	
3.3.2 Adjust alignment	3	5–D	
3.3.3 Apply a tab leader	3	5–D	
3.3.4 Modify style	3	5–D	5–6
3.3.5 Mark citations	3	5–D	5–5
3.3.6 Use <i>passim</i> (short form)	3	5–D	
3.4 Create an index in a document.			
3.4.1 Specify index type	3	5–B	
3.4.2 Specify columns	3	5–B	
3.4.3 Specify language	3	5–B	
3.4.4 Modify an index	3	5–B	
3.4.5 Mark index entries	3	5–B	5–2
4.1 Execute Mail Merge.			
4.1.1 Merge rules	2	9–A	
4.1.2 Send personalized email messages to multiple recipients	2	9–A	9–1
4.2 Create a Mail Merge by using other data sources.			

Objective Domain	Level	Topic	Activity
4.2.1 Use Microsoft Outlook tables as data source for a mail merge operation	2	9-A	
4.2.2 Use Access tables as data source for a mail merge operation	2	9-A	
4.2.3 Use Excel tables as data source for a mail merge operation	2	9-A	9-2
4.2.4 Use Word tables as data source for a mail merge operation	2	9-C	9-5
4.3 Create labels and forms.			
4.3.1 Prepare data	2	9-C	9-4
4.3.2 Create mailing labels	2	9-B	9-2
4.3.3 Create envelope forms	2	9-B	9-2
4.3.4 Create label forms	2	9-B	9-2
5.1 Apply and manipulate macros.			
5.1.1 Record a macro	2	10-B	10-2
5.1.2 Run a macro	2	10-A	10-1
5.1.3 Apply macro security	2	10-A	10-1
5.2 Apply and manipulate macro options.			
5.2.1 Run macros when a document is opened	2	10-A	
5.2.2 Run macros when a button is clicked	2	10-A	
5.2.3 Assign a macro to a command button	2	10-B	
5.2.4 Create a custom macro button on the Quick Access Toolbar	2	10-B	
5.3 Create forms.			
5.3.1 Use the Controls group	3	7-A	7-1
5.3.2 Add Help content to form fields	3	7-B	7-2
5.3.3 Link a form to a database	3	7-A	
5.3.4 Lock a form	3	7-B	7-2
5.4 Manipulate forms.			
5.4.1 Unlock a form	3	7-B	7-2
5.4.2 Add fields to a form	3	7-A	7-1
5.4.3 Remove fields from a form	3	7-A	