Microsoft Office Specialist: Microsoft Word Expert (Word and Word 2019) – Skills Measured

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

Manage document options and settings

Manage documents and templates

- modify existing document templates
- manage document versions
- compare and combine multiple documents
- link to external document content
- enable macros in a document
- customize the Quick Access toolbar
- display hidden ribbon tabs
- change the Normal template default font

Prepare documents for collaboration

- restrict editing
- protect documents by using passwords

Use and configure language options

- configure editing and display languages
- use language-specific features

Use advanced editing and formatting features

Find, replace, and paste document content

- find and replace text by using wildcards and special characters
- find and replace formatting and styles
- apply Paste options

Configure paragraph layout options

- configure hyphenation and line numbers
- set paragraph pagination options

Create and manage styles

- create paragraph and character styles
- modify existing styles
- copy styles to other documents or templates

Create custom document elements

Create and modify building blocks

- create QuickParts
- manage building blocks

Create custom design elements

- create custom color sets
- create custom font sets
- create custom themes
- create custom style sets

Create and manage indexes

- mark index entries
- create indexes
- update indexes

Create and manage tables of figures

- insert figure and table captions
- configure caption properties
- insert and modify a table of figures

Use advanced Word features

Manage forms, fields, and controls

- add custom fields
- modify field properties
- insert standard content controls
- configure standard content controls

Create and modify macros

- record simple macros
- name simple macros
- edit simple macros
- copy macros to other documents or templates

Perform mail merges

- manage recipient lists
- insert merged fields
- preview merge results
- create merged documents, labels, and envelopes