

Exam 77-425: Word 2013 Expert Part One – Skills Measured

Audience Profile

Expert-level candidates for the Microsoft Word 2013 exam should have an advanced understanding of the Word environment and the ability to guide others in the proper use of features in Word 2013. They should know and demonstrate the use of advanced and specialized features within the application. Candidates should be able to create, manage, and distribute professional documents for a variety of specialized purposes and situations. They should also be able to customize their Word environment to meet needs and to enhance productivity. Document examples include business plans, legal documents, advertising brochures, and mass mailings. Candidate roles might include editors, project managers, instructors, graduate students, technical writers, and others.

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 and share documents (25–30%)

Prepare documents for review

- set tracking options, limit authors, restrict editing, delete document draft version, remove document metadata, mark as final, protect a document with a password

Design advanced documents (25–30%)

Apply advanced formatting

- use wildcards in find and replace searches, create custom field formats, set advanced layout options, set character space options, set advanced character attributes, create and break section links, link text boxes

Apply advanced styles

- create custom styles, customize settings for existing styles, create character-specific styles, assign keyboard shortcuts to styles

Create advanced references (25–30%)

Manage forms, fields, and mail merge operations

- add custom fields, modify field properties, add controls, modify control properties, perform mail merges, manage recipient lists, insert merged fields, preview results

Create custom Word elements (20–25%)

Create and modify building blocks

- create custom building blocks, save selections as Quick Parts, edit building block properties, delete building blocks

Create custom style sets and templates

- create custom color themes, create custom font themes, create custom templates, create and manage style sets