

# **Exam 77-601: MOS: Using Microsoft Office Word 2007 – Skills Measured**

## **Audience Profile**

Candidates for this exam should have the equivalent of six months to one year of hands-on experience creating business deliverables with Microsoft Office Word 2007 and might have experience with previous versions of Office Word. These candidates are especially strong in creating, customizing, and organizing documents by using formatting and visual content that is appropriate for the information presented. They are also strong in reviewing, sharing, and securing content.

## **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).

### **Create and customize documents (25–30%)**

- create and format documents, lay out documents, make documents and content easier to find, personalize Office Word 2007

### **Formatting content (25–30%)**

- format text and paragraphs, manipulate text, control pagination

### **Work with visual content (10–15%)**

- insert illustrations, format illustrations, format text graphically, insert and modify text boxes

### **Organize content (15–20%)**

- structure content by using Quick Parts, use tables and lists to organize content, modify tables, insert and format references and captions, merge documents and data sources

## **Review documents (10–15%)**

- navigate documents; compare and merge document versions; manage tracked changes; insert, modify, and delete comments

## **Share and secure content (5–10%)**

- prepare documents for sharing, control document access, attach digital signatures