

Exam 77-887: Word 2010 Expert – Skills Measured

Audience Profile

Expert-level Microsoft Word 2010 users are able to proficiently and confidently use Word 2010 software at the feature and functionality levels. Expert users work with the advanced features of Word 2010 to enhance professional documents, create documents ready for publication, and collaborate effectively on group editing projects. Expert users manipulate Word options to customize their environment to meet varying needs and to enhance productivity.

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).

Share and maintain documents (15–20%)

Configure Word options

- change default program, spell and grammar check options

Apply protection to a document

- restrict editing and apply controls or restrictions to document access

Apply a template to a document

- modify an existing template, create a new template, apply a template to an existing document, and manage templates by using the Organizer

Format content (25–30%)

Apply advanced font and paragraph attributes

- use character attributes and character-specific styles

Create tables and charts

- insert tables by using Microsoft Excel data in tables, apply formulas or calculations on a table, modify chart data, save a chart as a template, and use the chart Layout tab

Construct reusable content in a document

- create customized building blocks, save a selection as a Quick Part, save Quick Parts after a document is saved, insert text as a Quick Part, and add content to a header or footer

Link sections

- link text boxes, break links between text boxes, and link different sections

Track and reference documents (20–25%)

Review, compare, and combine documents

- apply tracking, merge different versions of a document, track changes in a combined document, and review comments in a combined document

Create a reference page

- add citations, manage sources, compile a bibliography, and apply cross references

Create a Table of Authorities in a document

- apply default formats, adjust alignment, apply a tab leader, modify styles, mark citations, and use passim (short form)

Create an index in a document

- specify index type, columns, and language; modify an index; and mark index entries

Perform mail merge operations (15–20%)

Execute mail merge

- merge rules and send personalized email messages to multiple recipients

Create a mail merge by using other data sources

- use Microsoft Outlook, Access, Excel, or Word tables as data source for a mail merge operation

Create labels and forms

- prepare data and create mailing labels, envelope forms, and label forms

Manage macros and forms (25–30%)

Apply and manipulate macros

- record a macro, run a macro, and apply macro security

Apply and manipulate macro options

- run macros when a document is opened, run macros when a button is clicked, assign a macro to a command button, and create a custom macro button on the Quick Access Toolbar

Create forms

- use the Controls group, add Help content to form fields, link a form to a database, and lock a form

Manipulate forms

- unlock a form, add fields to a form, and remove fields from a form