

Exam 77-881: Word 2010 – Skills Measured

Audience Profile

The core-level Microsoft Office Word 2010 user should be able to navigate Microsoft Office Word 2010 software at the feature and functional level. They should be familiar with and know how to use at least 80 percent of the features and capabilities of Microsoft Office Word 2010. The core-level user should be able to use Microsoft Office Word 2010 to create and edit professional-looking documents for a variety of purposes and situations. Users would include people from a wide variety of job roles from almost all areas of professional, student, and personal life.

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).

Sharing and maintaining documents

Apply different views to a document

- selecting zoom options; splitting and arranging windows (view side by side, synchronous scrolling), document views (reorganizing a document outline, master documents, subdocuments, web layout, draft); switching windows; opening a document in a new window

Apply protection to a document

- applying protection by using the Microsoft Office Backstage view commands (applying controls and restrictions to document access, password-protecting a document, marking as final); applying protection by using ribbon commands

Manage document versions

- recovering draft versions; deleting all draft versions

Share documents

- sending documents via email, OneDrive, or Internet fax; changing file types; creating PDF documents; creating and publishing a blog post; registering a blog account

Save a document

- using compatibility mode, protected mode, and Save As options

Apply a template to a document

- finding templates (locating a template on your disk, finding templates on the web)

Formatting content

Apply font and paragraph attributes

- applying character attributes; applying styles; using Format Painter

Navigate and search through a document

- using the Navigation Pane (headings, pages, results), Go To, browse by button, and Highlight features; setting Find and Replace options (format, special)

Apply indentation and tab settings to paragraphs

- applying indents (first line, hanging); setting tabs; using the Tabs dialog box; setting tabs on the ruler; clearing tabs; setting tab stops; moving tab stops

Apply spacing settings to text and paragraphs

- line spacing, paragraph spacing

Create tables

- using the Insert Table dialog box; using Draw Table; inserting a Quick Table; converting text to tables; using a table to control page layout

Manipulate tables in a document

- sorting content; adding a row to a table; adding a column to a table; splitting, merging, moving, resizing, and deleting a row or column; defining the header row; converting tables to text; viewing gridlines

Apply bullets to a document

- applying bullets; selecting a symbol format; defining a picture to be used as a bullet; using AutoFormat; promoting or demoting bullet levels

Applying page layout and reusable content

Apply and manipulate page setup settings

- setting margins, non-breaking spaces, hyphenation, and columns; working with breaks; forcing a page break; inserting a section break (continuous, next page, next odd, next even); inserting a blank page into a document

Apply themes

- using a theme to apply formatting; customizing a theme

Construct content in a document by using the Quick Parts tool

- adding built-in building blocks (quotes, text boxes, headers, footers, cover pages, watermarks, equations)

Create and manipulate page backgrounds

- formatting a document's background; setting a colored background; adding a watermark; placing page borders

Create and modify headers and footers

- inserting and formatting page numbers; inserting the current date and time; inserting a built-in header or footer; adding content to a header or footer (custom dialog box, manual entry); deleting a header or footer; changing margins; applying a different first page attribute

Including illustrations and graphics in a document

Insert and format pictures in a document

- adding captions; applying artistic effects and picture styles; compressing pictures; modifying a shape; adjusting position and size; inserting screenshots

Insert and format shapes, WordArt, and SmartArt

- adding text to a shape; modifying text on a shape; adding captions; setting shape styles (border, text); adjusting position and size

Insert and format Clip Art

- organizing ClipArt, captions, artistic effects, compressing pictures, corrections, modifying the shape, reset, picture styles, arranging options, size

Apply and manipulate text boxes

- formatting, saving selection to text box gallery, text box styles, text direction, shadow effects, 3-D effects, arranging options

Proofreading documents

Validate content by using spelling and grammar checking options

- grammar and style options

Configure AutoCorrect settings

- adding, removing, exceptions, AutoCorrect dialog

Insert and modify comments in a document

- inserting a comment; editing a comment; deleting a comment; viewing a comment (viewing comments from another user, viewing comments inline, viewing comments as balloons)

Applying references and hyperlinks

Apply a hyperlink

- hyperlink using text; hyperlink using graphic, headings, and bookmarks; creating new document; email address

Create endnotes and footnotes in a document

- managing footnote and endnote location; configuring footnote and endnote format, presentation, and numbering

Create a table of contents in a document

- default formats, showing levels, alignment, tab leader, formats, options; modifying styles; updating table

Performing mail merge operations

Setup mail merge

- performing a mail merge using the Mail Merge Wizard; performing a mail merge manually; auto checking for errors

Execute mail merge

- print, preview