

Exam MO-111: Microsoft Word Expert (Microsoft 365 Apps) – Skills Measured

Manage document options and settings (20–25%)

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
- Manage 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 (20–25%)

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 paragraph, character, and table styles

- Create styles
- Modify styles
- Copy styles to other documents or templates

Create custom document elements (20–25%)

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

Create and manage bibliographies

- Create and modify bibliography citation sources
- Insert citations for bibliographies
- Insert bibliographies

Use advanced Word features (25–30%)

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