

Skills Being Measured: Exam 77-881 – MOS Word 2010

This exam measures your ability to accomplish the technical tasks listed below. The percentages indicate the relative weight of each major topic area on the exam.

(www.microsoft.com/learning/en/us/Exam.aspx?ID=77-881&Locale=en-us#tab2)

Sharing and Maintaining Documents

- **Apply different views to a document.**
This objective may include but is not limited to: 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.**
This objective may include but is not limited to: applying protection by using the Microsoft Office Backstage view commands (applying controls and restrictions to document access, password-protect a document, Mark as Final), applying protection by using ribbon commands
- **Manage document versions.**
This objective may include but is not limited to: Recover draft versions, Delete all draft versions
- **Share documents.**
This objective may include but is not limited to: sending documents via E-mail, SkyDrive, or internet fax, changing file types, creating PDF documents, creating and publishing a blog post, registering a blog account
- **Save a Document.**
This objective may include but is not limited to: using compatibility mode, protected mode, and Save As options
- **Apply a template to a document.**
This objective may include but is not limited to: finding templates (locating a template on your disk, finding templates on the web)

Formatting Content

- **Apply font and paragraph attributes.**
This objective may include but is not limited to: Apply character attributes, apply styles, use Format Painter
- **Navigate and search through a document.**
This objective may include but is not limited to: using the Navigation Pane (headings, pages, results), Go To, Browse by button, and Highlight features, and setting Find and Replace options (format, special)
- **Apply indentation and tab settings to paragraphs.**
This objective may include but is not limited to: applying indents (first line, hanging), setting tabs, using the Tabs dialog box, setting tabs on the ruler, clearing tabs, setting tab stops, and moving tab stops
- **Apply spacing settings to text and paragraphs.**
This objective may include but is not limited to: Line spacing, paragraph spacing
- **Create tables.**
This objective may include but is not limited to: using the Insert Table dialog box, using Draw Table, inserting a Quick Table, converting text to tables, and using a table to control page layout
- **Manipulate tables in a document.**
This objective may include but is not limited to: 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, and viewing gridlines

- **Apply bullets to a document.**
This objective may include but is not limited to: applying bullets, selecting a symbol format, defining a picture to be used as a bullet, using AutoFormat, and promoting or demoting bullet levels

Applying Page Layout and Reusable Content

- **Apply and manipulate page setup settings.**
This objective may include but is not limited to: 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), and inserting a blank page into a document
- **Apply themes.**
This objective may include but is not limited to: Use a theme to apply formatting, customize a theme
- **Construct content in a document by using the Quick Parts tool.**
This objective may include but is not limited to: adding built-in building blocks (quotes, text boxes, headers, footers, cover pages, watermarks, equations)
- **Create and manipulate page backgrounds.**
This objective may include but is not limited to: formatting a document's background, setting a colored background, adding a watermark, and placing page borders
- **Create and modify headers and footers.**
This objective may include but is not limited to: 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, and applying a different first page attribute

Including Illustrations and Graphics in a Document

- **Insert and format Pictures in a document.**
This objective may include but is not limited to: adding captions, applying artistic effects and picture styles, compressing pictures, modifying a shape, adjusting position and size, and inserting screenshots
- **Insert and format shapes, WordArt, and SmartArt.**
This objective may include but is not limited to: adding text to a shape, modifying text on a shape, adding captions, setting shape styles (border, text), and adjusting position and size
- **Insert and format Clip Art.**
This objective may include but is not limited to: Organizing ClipArt, captions, artistic effects, compress pictures, corrections, modify the shape, reset, picture styles, arrange options, size
- **Apply and manipulate text boxes.**
This objective may include but is not limited to: Format, save selection to text box gallery, text box styles, text direction, shadow effects, 3-D effects, arrange options

Proofreading documents

- **Validate content by using spelling and grammar checking options**
This objective may include but is not limited to: Grammar and style options
- **Configure AutoCorrect settings**
This objective may include but is not limited to: Add, remove, exceptions, AutoCorrect dialog

- [Insert and modify comments in a document](#)
This objective may include but is not limited to: inserting a comment, editing a comment, deleting a comment, and viewing a comment (view comments from another user, view comments inline, view comments as balloons)

Applying References and Hyperlinks

- [Apply a hyperlink.](#)
This objective may include but is not limited to: Hyperlink using text, hyperlink using graphic, headings and bookmarks, create new document, E-mail address
- [Create Endnotes and Footnotes in a document.](#)
This objective may include but is not limited to: Manage footnote and endnote location, configure footnote and endnote format, presentation, and numbering
- [Create a Table of Contents in a document.](#)
This objective may include but is not limited to: Default formats, show levels, alignment, tab leader, formats, options, modify styles, update table

Performing Mail Merge Operations

- [Setup mail merge](#)
This objective may include but is not limited to: Perform a mail merge using the Mail Merge Wizard, perform a mail merge manually, Auto check for errors
- [Execute mail merge](#)
This objective may include but is not limited to: Print, preview