

# MOS Word 2003 Exam Objectives

## Creating Content

- Insert and edit text, symbols and special characters
- Insert frequently used and pre-defined text
- Navigate to specific content
- Insert, position and size graphics
- Create and modify diagrams and charts
- Locate, select and insert supporting information

## Organizing Content

- Insert and modify tables
- Create bulleted lists, numbered lists and outlines
- Insert and modify hyperlinks

## Formatting Content

- Format text
- Format paragraphs
- Apply and format columns
- Insert and modify content in headers and footers
- Modify document layout and page setup

## Collaborating

- Circulate documents for review
- Compare and merge documents
- Insert, view and edit comments
- Track, accept and reject proposed changes

## Formatting and Managing Documents

- Create new documents using templates
- Review and modify document properties
- Organize documents using file folders
- Save documents in appropriate formats for different uses
- Print documents, envelopes and labels
- Preview documents and Web pages
- Change and organize document views and windows