

MOS Word 2003 Expert Exam Objectives

Formatting Content

- Create custom styles for text, tables and lists
- Control pagination
- Format, position and resize graphics using advanced layout features
- Insert and modify objects
- Create and modify diagrams and charts using data from other sources

Organizing Content

- Sort content in lists and tables
- Perform calculations in tables
- Modify table formats
- Summarize document content using automated tools
- Use automated tools for document navigation
- Merge letters with other data sources
- Merge labels with other data sources
- Structure documents using XML

Formatting Documents

- Create and modify forms
- Create and modify document background
- Create and modify document indexes and tables
- Insert and modify endnotes, footnotes, captions, and cross-references
- Create and manage master documents and subdocuments

Collaborating

- Modify track changes options
- Publish and edit Web documents
- Manage document versions
- Protect and restrict forms and documents
- Attach digital signatures to documents
- Customize document properties

Customizing Word

- Create, edit, and run macros
- Customize menus and toolbars
- Modify Word default settings