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Microsoft Word Expert Study Guide Exam MO-101

Contents

1 Manage document options and settings

Objective 1.1: Manage documents and templates

- Modify existing document templates

- Manage document versions

- Compare and combine documents

- Link to external document content

- Customize the Quick Access toolbar

- Display hidden ribbon tabs

- Change the Normal template default font

Objective 1.2: Prepare documents for collaboration

Objective 1.3: Use and configure language options

- Configure authoring and display languages

- Use language-specific features

2 Use advanced editing and formatting features

Objective 2.1: Perform advanced editing and formatting

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Find and replace text by using wildcards and special characters

Find and replace formatting and styles

Apply paste options

Objective 2.2: Configure paragraph layout options

Configure hyphenation and line numbers

Set paragraph pagination options

Objective 2.3: Create and manage styles

Create paragraph and character styles

Modify existing styles

Copy styles to other documents or templates

3 Create custom document elements

Objective 3.1: Create and modify building blocks

Create Quick Parts

Manage building blocks

Objective 3.2: Create custom design elements

Create custom color sets

Create custom font sets

Create custom themes

Create custom style sets

Objective 3.3: Create and manage indexes

Mark index entries

Insert index entries from a file

Create and update indexes

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Objective 3.4: Create and manage tables of figures

4 Use advanced Word features

Objective 4.1: Manage forms, fields, and controls

Insert and configure content controls

Manage fields and their properties

Objective 4.2: Create and modify macros

Record simple macros

Edit simple macros

Copy macros to other documents or templates Objective 4.3:

Perform mail merges

Insert merge fields

Add mail-merge rules

Send email messages to groups of recipients

Configure label or envelope settings for mail-merge operations



Microsoft Office Specialist Exam MO-101

Microsoft Word Expert (Word and Word 2019)

This book covers the skills you need to have for certification as a Microsoft Office Specialist Expert in Microsoft Word 365 and Microsoft Word 2019. Specifically, you need to be able to complete tasks that demonstrate the following skill sets:

1. Manage document options and settings
2. Use advanced editing and formatting features
3. Create custom document elements
4. Use advanced Word features

With these skills, you can create, manage, and distribute documents for a variety of specialized purposes and situations. You can also customize your Word environment to enhance the productivity you need to work with advanced documents used in a business environment.

Prerequisites

We assume that you have been working with Word 2019 for at least six months and that you know how to carry out fundamental tasks that are not specifically mentioned in the objectives for these Microsoft Office Specialist Expert exams.

The certification exams and the content of this book address the processes of

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managing, designing, and customizing Word documents and managing the options and settings that Word provides. We assume that you are familiar with the Office ribbon and that you understand basic Word features. This level of proficiency includes familiarity with features and tasks such as the following:

- Creating blank documents and documents based on templates
- Navigating through documents, including searching for text, inserting hyperlinks, and using the Go To command to find specific objects and references
- Formatting documents and text, including changing document themes, inserting simple headers and footers, and changing font attributes
- Inserting page, column, and section breaks
- Changing document views
- Printing documents, including printing document sections
- Customizing the Quick Access Toolbar
- Saving documents in alternate file formats
- Working with tables and lists, including using Quick Tables, applying styles to tables, and sorting table data
- Creating simple references such as footnotes and endnotes
- Inserting and formatting objects such as shapes, SmartArt, and pictures

Exam Strategy

For information about the prerequisite tasks, see MOS Study Guide for Microsoft Word Exam MO-100 by Joan Lambert (Microsoft Press, 2020).
