

## MOS Word Expert 2013 – Part 1

### Objective Domain

#### 1.0 Manage and Share Documents

##### 1.2 Prepare Documents for Review

This objective may include but is not limited to: setting tracking options, limiting authors, restricting editing, deleting document draft version, removing document metadata, marking as final, protecting a document with a password

#### 2.0 Design Advanced Documents

##### 2.1 Apply Advanced Formatting

This objective may include but is not limited to: using wildcards in find and replace searches, creating custom field formats, setting advanced layout options, setting character space options, setting advanced character attributes, creating and breaking section links, linking textboxes

##### 2.2 Apply Advanced Styles

This objective may include but is not limited to: creating custom styles, customizing settings for existing styles, creating character-specific styles, assigning keyboard shortcuts to styles

#### 3.0 Create Advanced References

##### 3.3 Manage Forms, Fields, and Mail Merge Operations

This objective may include but is not limited to: adding custom fields, modifying field properties, adding controls, modifying control properties, performing mail merges, managing recipient lists, inserting merged fields, previewing results

## **4.0 Create Custom Word Elements**

### **4.1 Create and Modify Building Blocks**

This objective may include but is not limited to: creating custom building blocks, saving selections as Quick Parts, editing building block properties, deleting building blocks

### **4.2 Create Custom Style Sets and Templates**

This objective may include but is not limited to: creating custom color themes, creating custom font themes, creating custom templates, creating and managing style sets