# 77-887

# Microsoft Word Expert 2010, Objective Domain

## Exam Design

**The Basics**

This is a Technical Specialist exam designed to assess candidates' hands-on skills using Microsoft Office Word 2010 at the Expert level. We are specifying an item pool of 75 unique performance-based tasks. Items should be written to the Application cognitive level. For more information about cognitive levels, refer to the Cognitive Domain in Bloom's Taxonomy.
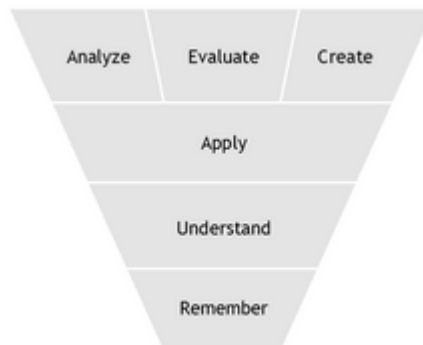


Categories in the cognitive domain of Bloom's Taxonomy (Anderson & Krathwohl, 2001)

**Target Audience**
The audience profile for the Expert Exam is a skilled person with at least the following skills:

- Bookmarks
- Captions
- Comparing documents
- Create styles
- Creating Templates
- Cross reference
- Digital signature (without certificate)
- Document Map
- Inserting Objects
- Kerning (character spacing)

- Merging documents
- Modify charts
- Protect Document
- Quick Parts (defaults)
- Research
- Switch Windows
- Word Options

# Objective Domain

## 1. Sharing and Maintaining Documents

1.1.     Configure Word Options

1.2.     Restrict access to a document

1.3.     Add and modify templates in an existing document

## 2. Formatting Content

2.1.     Apply advanced font and paragraph attributes

2.2.     Create tables and charts

2.3.     Construct reusable content in a document

2.4.     Link sections

## 3. Tracking and Referencing Documents

3.1.     Review, compare and combine documents

3.2.     Create a reference page

3.3.     Create a Table of Authorities in a document

3.4.     Create an index in document

**4. Performing Mail Merge Operations**

    4.1.     Execute Mail Merge

    4.2.     Create a Mail Merge by using other data sources

    4.3.     Create labels and forms

**5. Managing Macros and Forms**

    5.1.     Create and manipulate macros

    5.2.     Apply and manipulate macro options

    5.3.     Create forms

    5.4.     Manipulate forms