

MO-101: Microsoft Word Expert (Word and Word 2019) – Skills Measured

Manage document options and settings (20-25%)

Manage documents and templates

- modify existing document templates
- manage document versions
- compare and combine multiple documents
- link to external document content
- enable macros in a document
- customize the Quick Access toolbar
- display hidden ribbon tabs
- change the Normal template default font

Prepare documents for collaboration

- restrict editing
- protect documents by using passwords

Use and configure language options

- configure editing and display languages
- use language-specific features

Use advanced editing and formatting features (25-30%)

Find, replace, and paste document content

- find and replace text by using wildcards and special characters
- find and replace formatting and styles
- apply Paste options

Configure paragraph layout options

- configure hyphenation and line numbers
- set paragraph pagination options

Create and manage styles

- create paragraph and character styles
- modify existing styles
- copy styles to other documents or templates

Create custom document elements (25-30%)

Create and modify building blocks

- create QuickParts
- manage building blocks

Create custom design elements

- create custom color sets
- create custom font sets
- create custom themes
- create custom style sets

Create and manage indexes

- mark index entries
- create indexes
- update indexes

Create and manage tables of figures

- insert figure and table captions
- configure caption properties
- insert and modify a table of figures

Use advanced Word features (20-25%)

Manage forms, fields, and controls

- add custom fields
- modify field properties
- insert standard content controls
- configure standard content controls

Create and modify macros

- record simple macros
- name simple macros
- edit simple macros

- copy macros to other documents or templates

Perform mail merges

- manage recipient lists
- insert merged fields
- preview merge results
- create merged documents, labels, and envelopes