The Microsoft Office Specialist Exam and This Text

This textbook has been certified and carries the ProCert Certified logo, distinguishing this courseware as a trusted and critical part of preparing for a certification exam. This solution meets all course objectives to prepare students to take the Microsoft Office Specialist (MOS) Core exam for this subject matter.

For more information on MOS certification, go to: certiport.pearsonvue.com/Certifications/Microsoft

CORE EXAM			
OBJECTIVE			**TEXT LOCATION**
1	**Manage Documents**		
1.1	Navigate within documents		
	1.1.1	Search for text	pp. 14–15 Find and Replace *and* pp. 227–230 Advanced Find and Wildcard Characters
	1.1.2	Link to locations within documents	pp. 228–230 Bookmarks
	1.1.3	Move to specific locations and objects in documents	pp. 248–249 Creating a Table of Contents *and* pp. 226–230 Navigating Long Documents
	1.1.4	Show and hide formatting symbols and hidden text	pp. 23–24 Showing and Hiding Formatting Marks
1.2	Format documents		
	1.2.1	Set up document pages	pp. 130–131 Page Setup Options
	1.2.2	Apply style sets	pp. 192–193 Using Themes and Style Sets
	1.2.3	Insert and modify headers and footers	pp. 84–86 Inserting Headers/Footers, Comments, and Page Breaks *and* pp. 252–255 Multiple Headers and Footers
	1.2.4	Configure page background elements	pp. 137–138 Formatting the Page Background
1.3	Save and share documents		
	1.3.1	Save documents in alternative file formats	pp. 31–32 Saving Your Work in a Different Format
	1.3.2	Modify basic document properties	pp. 303–304 Document Properties and the Document Inspector *through* Controlling Document Access
	1.3.3	Modify print settings	pp. 57–58 Working with Print and Print Preview
	1.3.4	Share documents electronically	p. 7 Sharing Files via Email and with People
1.4	Inspect documents tor issues		
	1.4.1	Locate and remove hidden properties and personal information	pp. 303–304 Document Properties and the Document Inspector
	1.4.2	Locate and correct accessibility issues	pp. 302–303 The Accessibility Checker
	1.4.3	Locate and correct compatibility issues	pp. 298–299 Compatibility Issues

2	**Insert and Format Text, Paragraphs, and Sections**	
2.1	Insert text and paragraphs	
	2.1.1 Find and replace text	pp. 14–15 Find and Replace
	2.1.2 Insert symbols and special characters	pp. 225–226 Advanced Find and Wildcard Characters
2.2	Format text and paragraphs	
	2.2.1 Apply text effects	pp. 138–140 Adding Special Effects to Text
	2.2.2 Apply formatting by using Format Painter	pp. 9–10 The Office Clipboard *and* pp. 12–13 Formatting Text Using Font Group Settings
	2.2.3 Set line and paragraph spacing and indentation	pp. 79–81 Formatting Text and Using Styles
	2.2.4 Apply built-in styles to text	pp. 83–84 Types of Styles
	2.2.5 Clear formatting	pp. 221–222 Modifying Styles and Clearing All Formatting
2.3	Create and configure document sections	
	2.3.1 Format text in multiple columns	pp. 86–88 Arranging Text in Multiple Columns
	2.3.2 Insert page, section, and column breaks	pp. 87–88 Column Breaks and Section Breaks
	2.3.3 Change page setup options for a section	pp. 87–88 Column Breaks and Section Breaks
3	**Manage Tables and List**	
3.1	Create tables	
	3.1.1 Convert text to tables	pp. 54–56 Formatting with Borders, Shading, and Styles
	3.1.2 Convert tables to text	pp. 54–56 Formatting with Borders, Shading, and Styles
	3.1.3 Create tables by specifying rows and columns	pp. 46–48 Creating New Tables
3.2	Modify tables	
	3.2.1 Sort table data	pp. 56–57 Sorting Data in a Table
	3.2.2 Configure cell margins and spacing	pp. 51–54 Sizing Columns and Rows
	3.2.3 Merge and split cells	pp. 49–51 Merging/Splitting Cells and Aligning Data
	3.2.4 Resize tables, rows, and columns	pp. 51–54 Sizing Columns and Rows
	3.2.5 Split tables	pp. 49–51 Merging/Splitting Cells and Aligning Data
	3.2.6 Configure a repeating row header	pp. 230–231 Working with Large Tables
3.3	Create and modify lists	
	3.3.1 Format paragraphs as numbered and bulleted lists	pp. 26–28 Using Numbered and Bulleted Lists
	3.3.2 Change bullet characters and number formats	pp. 223–225 Customizing Bullet and Number Formats
	3.3.3 Define custom bullet characters and number formats	pp. 223–225 Customizing Bullet and Number Formats
	3.3.4 Increase and decrease list levels	pp. 26–28 Using Numbered and Bulleted Lists
	3.3.5 Restart and continue list numbering	pp. 26–28 Using Numbered and Bulleted Lists
	3.3.6 Set starting number values	pp. 26–28 Using Numbered and Bulleted Lists

4	**Create and Manage References**	
4.1	Create and manage reference elements	
4.1.1	Insert footnotes and endnotes	pp. 88–92 Working with Footnotes, Endnotes, and Citations
4.1.2	Modify footnote and endnote properties	pp. 88–92 Working with Footnotes, Endnotes, and Citations
4.1.3	Create and modify bibliography citation sources	pp. 88–92 Working with Footnotes, Endnotes, and Citations
4.1.4	Insert citations for bibliographies	pp. 88–92 Working with Footnotes, Endnotes, and Citations
4.2	Create and manage reference tables	
4.2.1	Insert tables of contents	pp. 248–249 Creating a Table of Contents
4.2.2	Customize tables of contents	pp. 248–249 Creating a Table of Contents *and* pp. 250–252 The Table of Contents Dialog Box
4.2.3	Insert bibliographies	pp. 94–96 Working with Bibliographies
5	**Insert and Format Graphic Elements**	
5.1	Insert illustrations and text boxes	
5.1.1	Insert shapes	pp. 124–126 Working with Shapes
5.1.2	Insert pictures	pp. 128–130 Using WordArt and Inserting Pictures
5.1.3	Insert 3D models	p. 128 Using WordArt and Inserting Pictures
5.1.4	Insert SmartArt graphics	pp. 133–135 Working with SmartArt
5.1.5	Insert screenshots and screen clippings	p. 18 Take a Screenshot *and* pp. 340–342 RYS W11-R1
5.1.6	Insert text boxes	pp. 130–131 Using Text Boxes and Page Setup Options
5.2	Format illustrations and text boxes	
5.2.1	Apply artistic effects	pp. 142–144 Artistic Effects and Wrapping Text Around a Picture
5.2.2	Apply picture effects and picture styles	pp. 142–144 Artistic Effects and Wrapping Text Around a Picture
5.2.3	Remove picture backgrounds	pp. 128–130 Using WordArt and Inserting Pictures
5.2.4	Format graphic elements	pp. 128–130 Using WordArt and Inserting Pictures
5.2.5	Format SmartArt graphics	pp. 133–135 Working with SmartArt
5.2.6	Format 3D models	pp. 128–130 Using WordArt and Inserting Pictures
5.3	Add text to graphic elements	
5.3.1	Add and modify text in text boxes	pp. 130–133 Using Text Boxes and Page Setup Options
5.3.2	Add and modify text in shapes	p. 127 Adding Text and Formatting Shapes
5.3.3	Add and modify SmartArt graphic content	pp. 133–137 Working with SmartArt
5.4	Modify graphic elements	
5.4.1	Position objects	pp. 124–126 Inserting, Resizing, and Moving Shapes
5.4.2	Wrap text around objects	pp. 142–144 Artistic Effects and Wrapping Text Around a Picture
5.4.3	Add alternative text to objects for accessibility	pp. 336–338 Accessibility

6	**Manage Document Collaboration**	
6.1	Add and manage comments	
6.1.1	Add comments	pp. 84–86 Inserting Headers/Footers, Comments, and Page Breaks
6.1.2	Review and reply to comments	pp. 84–86 Inserting Headers/Footers, Comments, and Page Breaks
6.1.3	Resolve comments	pp. 84–86 Inserting Headers/Footers, Comments, and Page Breaks
6.1.4	Delete comments	pp. 84–86 Inserting Headers/Footers, Comments, and Page Breaks *and* pp. 316–317 RYS W10-R2
6.2	Manage change tracking	
6.2.1	Track changes	pp. 275–278 Tracking Changes to a Document
6.2.2	Review tracked changes	pp. 279–281 Reviewing Tracked Changes
6.2.3	Accept and reject tracked changes	pp. 279–281 Reviewing Tracked Changes
6.2.4	Lock and unlock change tracking	pp. 279–281 Reviewing Tracked Changes

EXPERT EXAM		
OBJECTIVE		TEXT LOCATION
1	**Manage Document Options and Settings**	
1.1	Manage documents and templates	
1.1.1	Modify existing document templates	pp. 205–206 DYS W6-D7
1.1.2	Manage document versions	pp. 6–7 Saving Files
1.1.3	Compare and combine multiple documents	pp. 283–284 DYS W9-D6 *and* pp. 285–286 Comparing Documents
1.1.4	Link to external document content	pp. 374–378 Embedding and Linking Excel Objects
1.1.5	Enable macros in a document	pp. 355–357 Automating Tasks with Macros
1.1.6	Customize the Quick Access toolbar	p. 4 The Quick Access Toolbar *and* pp. 358–359 Running Macros from the Quick Access Toolbar
1.1.7	Display hidden Ribbon tabs	pp. 350–355 Preparing to Add Content Controls
1.1.8	Change the Normal template default font	pp. 207–208 Customizing the Default Font
1.2	Prepare documents tor collaboration	
1.2.1	Restrict editing	pp. 304–305 Restrict Editing
1.2.2	Protect documents by using passwords	pp. 308–309 Passwords and Encryption
1.3	Use and configure language options	
1.3.1	Configure editing and display languages	pp. 338–339 Global Content Standards and Language Options
1.3.2	Use language-specific features	pp. 338–339 Global Content Standards and Language Options

2	**Use Advanced Editing and Formatting Features**	
2.1	Find, replace, and paste document content	
	2.1.1 Find and replace text by using wildcards and special characters	pp. 226–227 Navigating Long Documents
	2.1.2 Find and replace formatting and styles	p. 14 Find and Replace
	2.1.3 Apply paste options	pp. 9–10 The Office Clipboard
2.2	Configure paragraph layout options	
	2.2.1 Configure hyphenation and line numbers	p. 258 Keeping Text Together
	2.2.2 Set paragraph pagination options	pp. 258–259 Keeping Text Together
2.3	Create and manage styles	
	2.3.1 Create paragraph and character styles	p. 83 Types of Styles *and* pp. 218–221 Formatting Text with Styles
	2.3.2 Modify existing styles	pp. 221–222 Modifying Styles and Clearing All Formatting
	2.3.3 Copy styles to other documents to templates	pp. 221–222 Modifying Styles and Clearing All Formatting
3	**Create Custom Document Elements**	
3.1	Create and modify building blocks	
	3.1.1 Create Quick Parts	pp. 197–200 Working with Quick Parts and Building Blocks
	3.1.2 Manage building blocks	pp. 197–200 Working with Quick Parts and Building Blocks
3.2	Create custom design elements	
	3.2.1 Create custom color sets	pp. 194–197 Create Custom Color and Font Sets
	3.2.2 Create custom font sets	pp. 194–197 Create Custom Color and Font Sets
	3.2.3 Create custom themes	pp. 192–193 Using Themes and Style Sets
	3.2.4 Create custom style sets	pp. 192–193 Using Themes and Style Sets *and* pp. 197–200 Working with Quick Parts and Building Blocks
3.3	Create and manage indexes	
	3.3.1 Mark index entries	pp. 255–256 Marking Index Entries
	3.3.2 Create indexes	pp. 255–257 Creating an Index
	3.3.3 Update indexes	pp. 57–258 Inserting and Updating the Index
3.4	Create and manage tables of figures	
	3.4.1 Insert figure and table captions	pp. 230–231 Working with Large Tables
	3.4.2 Configure caption properties	pp. 96–97 Inserting Captions and a Table of Figures
	3.4.3 Insert and modify a table of figures	pp. 96–98 Inserting Captions and a Table of Figures

4		**Use Advanced Word Features**	
4.1		Manage forms, fields, and controls	
	4.1.1	Add custom fields	pp. 335–336 Creating a Custom Property
	4.1.2	Modify field properties	pp. 335–336 Creating a Custom Property
	4.1.3	Insert standard content controls	pp. 350–355 Preparing to Add Content Controls
	4.1.4	Configure standard content controls	pp. 350–355 Preparing to Add Content Controls
4.2		Create and modify macros	
	4.2.1	Record simple macros	pp. 355–357 Automating Tasks with Macros
	4.2.2	Name simple macros	pp. 355–357 Automating Tasks with Macros
	4.2.3	Edit simple macros	pp. 357–358 Editing Macros with the VBA Editor
	4.2.4	Copy macros to other documents or templates	pp. 358–359 Running Macros from the Quick Access Toolbar
4.3		Perform mail merge	
	4.3.1	Manage recipient lists	pp. 168–170 Managing the Address List
	4.3.2	Insert merged fields	pp. 170–172 Working with the Main Document
	4.3.3	Preview merge results	pp. 172–174 Conducting a Merge
	4.3.4	Create merged documents, labels, and envelops	pp. 172–174 Conducting a Merge *and* pp. 175–178 Merging Envelopes and Labels