

Microsoft Certified Applications Specialist (MCAS)

Microsoft Office Word 2007

The Microsoft Certified Applications Specialist (MCAS) certification program is designed to measure your proficiency in performing basic tasks using the Office 2007 applications. Getting certified demonstrates that you have the skills and provides a valuable industry credential for employment.

After completing the labs in the Microsoft Office Word 2007 Brief edition, you have learned the following MCAS skills:

Description	Lab
1. Creating and Customizing Documents	
1.1 Create and Format documents	
Work with templates	Lab 1
Apply Quick Styles to documents	Lab 3
Format documents by using themes	Lab 3, More About
Customize themes	Lab 3, More About
Format document backgrounds	Lab 1
Insert blank pages or cover pages	Lab 3
1.2 Lay Out Documents	
Format Pages	Labs 1, 2, More About
Create and modify headers and footers	Lab 3
1.3 Make Documents and Content Easier to Find	
Create, modify, and update tables of contents	Lab 3, More About
Create, modify, and update indexes	More About
Modify document properties	Lab 1
Insert document navigation tools	Lab 3, Working Together 1
1.4 Personalize Office Word 2007	
Customize Word options	Lab 1

Description	Lab
2. Formatting Content	
2.1 Format text and paragraphs	
Apply styles	Labs 2, 3, More About
Create and modify styles	Lab 3
Format characters	Labs 1, 2
Format paragraphs	Labs 1, 2
Set and clear tabs	Lab 2
2.2 Manipulate text	
Cut, copy, and paste text	Lab 2
Find and replace text	Lab 2
2.3 Control pagination	
Insert and delete page breaks	Labs 2, 3
Create and modify sections	Lab 3
3. Working with Visual Content	
3.1 Insert illustrations	
Insert pictures from files and clip art	Labs 1, 3
Insert shapes	Lab 2
3.2 Format illustrations	
Format text wrapping	Lab 3, Working Together 1
Format by sizing	Lab 1
Add text to SmartArt graphics and shapes	Lab 2
4. Organizing Content	
4.1 Structure content by using Quick Parts	
Insert building blocks in documents	Lab 3, More About
Save frequently used data as building blocks	Lab 3, More About
Insert formatted headers and footers from Quick Parts	Lab 3, More About
Insert fields from Quick Parts	Lab 3
4.2 Use tables and lists to organize content	
Create tables and lists	Labs 2, 3
Sort content	Labs 2, 3
Modify list formats	Lab 2
4.3 Modify tables	
Apply Quick Styles to tables	Lab 3
Modify table properties and options	Lab 3
Merge and split table cells	Lab 3

Description	Lab
4.4 Insert and format references and captions	
Create and modify sources	Lab 3
Insert citations and captions	Lab 3
Insert and modify bibliographies	Lab 3
Select reference styles	Lab 3
Create, modify, and update tables of figures	Lab 3
Create, modify, and update tables of authorities	More About
5. Reviewing Documents	
5.1 Navigate documents	
Move quickly using the Find and Go To commands	Labs 2, 3
Change window views	Labs 1, 2, 3
6. Sharing and Securing Content	
6.1 Prepare documents for sharing	
Save to appropriate formats	Lab 1, Working Together 1
Identify document features not supported by previous versions	More About

