Objective Domain

1. Sharing and Maintaining Documents

- 1.1 Apply different views to a document.
  - 1.1.1 Select zoom options
  - 1.1.2 Split windows
  - 1.1.3 Arrange windows
    - 1.1.3.1 View Side by Side
    - 1.1.3.2 Synchronous Scrolling
  - 1.1.4 Arrange document views
    - 1.1.4.1 Reorganize a document outline
    - 1.1.4.2 Master documents
    - 1.1.4.3 Subdocuments
    - 1.1.4.4 Web layout
    - 1.1.4.5 Draft
  - 1.1.5 Switch between windows
  - 1.1.6 Open a document in a new window

- 1.2 Apply protection to a document.
  - 1.2.1 Apply protection by using the Microsoft Office Backstage view commands
    - 1.2.1.1 Apply controls and restrictions to document access
    - 1.2.1.2 Password-protect a document
    - 1.2.1.3 Mark as Final
  - 1.2.2 Applying protection by using ribbon commands

- 1.3 Manage document versions.
  - 1.3.1 Recover draft versions
  - 1.3.2 Delete all draft versions

- 1.4 Share documents.
  - 1.4.1 Send documents via E-mail
  - 1.4.2 Send documents via SkyDrive
  - 1.4.3 Send documents via Internet fax
  - 1.4.4 Change file types
  - 1.4.5 Create PDF documents
  - 1.4.6 Create
  - 1.4.7 Publish a blog post
  - 1.4.8 Register a blog account

- 1.5 Save a document.
  - 1.5.1 Use compatibility mode

      - 1.5.2 Use protected mode
      - 1.5.3 Use Save As options

   - 1.6 Apply a template to a document.
      - 1.6.1 Find templates
         - 1.6.1.1 Locate a template on your disk
         - 1.6.1.2 Find templates on the web

2. Formatting Content

- 2.1 Apply font and paragraph attributes.
   - 2.1.1 Apply character attributes
   - 2.1.2 Apply styles
   - 2.1.3 Use Format Painter

- 2.2 Navigate and search through a document.
   - 2.2.1 Use the Navigation Pane
      - 2.2.1.1 Headings
      - 2.2.1.2 Pages
      - 2.2.1.3 Results
   - 2.2.2 Use Go To
   - 2.2.3 Use Browse by button
   - 2.2.4 Use Highlight features
   - 2.2.5 Set Find and Replace options
      - 2.2.5.1 Format
      - 2.2.5.2 Special

- 2.3 Apply indentation and tab settings to paragraphs.
   - 2.3.1 Apply indents
      - 2.3.1.1 first line
      - 2.3.1.2 hanging
   - 2.3.2 Sett tabs
   - 2.3.3 Use the Tabs dialog box
   - 2.3.4 Set tabs on the ruler
   - 2.3.5 Clear tab
   - 2.3.6 Set tab stops
   - 2.3.7 Move tab stops

- 2.4 Apply spacing settings to text and paragraphs.
   - 2.4.1 Set line spacing
   - 2.4.2 Set paragraph spacing

- 2.5 Create tables.

    - 2.5.1 Use the Insert Table dialog box
    - 2.5.2 Use Draw Table
    - 2.5.3 Insert a Quick Table
    - 2.5.4 Convert text to table
    - 2.5.5 Us a table to control page layout

- 2.6 Manipulate tables in a document.
    - 2.6.1 Sort content
    - 2.6.2 Add a row to a table
    - 2.6.3 Add a column to a table
    - 2.6.4 Manipulate rows
        - 2.6.4.1 Split
        - 2.6.4.2 Merge
        - 2.6.4.3 Move
        - 2.6.4.4 Resize
        - 2.6.4.5 Delete
    - 2.6.5 Manipulate columns
        - 2.6.5.1 Split
        - 2.6.5.2 Merge
        - 2.6.5.3 Move
        - 2.6.5.4 Resize
        - 2.6.5.5 Delete
    - 2.6.6 Define the header row
    - 2.6.7 Convert tables to text
    - 2.6.8 View gridlines

- 2.7 Apply bullets to a document.
    - 2.7.1 Apply bullets
    - 2.7.2 Select a symbol format
    - 2.7.3 Define a picture to be used as a bullet
    - 2.7.4 Use AutoFormat
    - 2.7.5 Promote and demote bullet levels

3. Applying Page Layout and Reusable Content

- 3.1 Apply and manipulate page setup settings.
    - 3.1.1 Set margins
    - 3.1.2 Insert non-breaking spaces
    - 3.1.3 Add hyphenation
    - 3.1.4 Add columns
    - 3.1.5 Remove a break
    - 3.1.6 Force a page break
    - 3.1.7 Insert a section break

        - 3.1.7.1 Continuous
        - 3.1.7.2 Next page
        - 3.1.7.3 Next Odd
        - 3.1.7.4 Next Even
    - 3.1.8 Insert a blank page into a document

- 3.2 Apply themes.
    - 3.2.1 Use a theme to apply formatting
    - 3.2.2 Customize a theme

- 3.3 Construct content in a document by using the Quick Parts tool.
    - 3.3.1 Add built-in building blocks
        - 3.3.1.1 Quotes
        - 3.3.1.2 Text boxes
        - 3.3.1.3 Header
        - 3.3.1.4 Footer
        - 3.3.1.5 Cover page
        - 3.3.1.6 Watermark
        - 3.3.1.7 Equations

- 3.4 Create and manipulate page backgrounds.
    - 3.4.1 Format a document’s background
    - 3.4.2 Set a colored background
    - 3.4.3 Add a watermark
    - 3.4.4 Set page borders

- 3.5 Create and modify headers and footers.
    - 3.5.1 Insert page numbers
    - 3.5.2 Format page numbers
    - 3.5.3 Insert the current date and time
    - 3.5.4 Insert a built-in header or footer
    - 3.5.5 Add content to a header or footer
        - 3.5.5.1 Custom dialog box
        - 3.5.5.2 Manual entry
    - 3.5.6 Delete a header or footer
    - 3.5.7 Change margins
    - 3.5.8 Apply a different first page attribute

4. Including Illustrations and Graphics in a Document
- 4.1 Insert and format pictures in a document.
    - 4.1.1 Add captions
    - 4.1.2 Apply artistic effects

        - 4.1.3 Apply picture styles
        - 4.1.4 Compress pictures
        - 4.1.5 Modify a shape
        - 4.1.6 Adjust position and size
        - 4.1.7 Insert screenshots

    - 4.2 Insert and format shapes, WordArt, and SmartArt.
        - 4.2.1 Add text to a shape
        - 4.2.2 Modify text on a shape
        - 4.2.3 Add captions
        - 4.2.4 Set shape styles
            - 4.2.4.1 Border
            - 4.2.4.2 Text
        - 4.2.5 Adjust position and size

    - 4.3 Insert and format Clip Art.
        - 4.3.1 Organize ClipArt
        - 4.3.2 Add captions
        - 4.3.3 Apply artistic effects
        - 4.3.4 Compress pictures
        - 4.3.5 Adjust position and size

    - 4.4 Apply and manipulate text boxes.
        - 4.4.1 Format text boxes
        - 4.4.2 Save a selection to the text box gallery
        - 4.4.3 Apply text box styles
        - 4.4.4 Change Text direction
        - 4.4.5 Apply shadow effects
        - 4.4.6 Apply 3-D effects

5. **Proofreading Documents**
    - 5.1 Validate content by using spelling and grammar checking options.
        - 5.1.1 Set grammar
        - 5.1.2 Set style options

    - 5.2 Configure AutoCorrect settings.
        - 5.2.1 Add or remove exceptions
        - 5.2.2 Turn on and off AutoCorrect

    - 5.3 Insert and modify comments in a document.
        - 5.3.1 Insert a comment
        - 5.3.2 Edit a comment

        - 5.3.3 Delete a comment
        - 5.3.4 View a comment
            - 5.3.4.1 View comments from another user
            - 5.3.4.2 View comments inline
            - 5.3.4.3 View comments as balloons

6. Applying References and Hyperlinks

- 6.1 Apply a hyperlink.
    - 6.1.1 Apply a hyperlink to text or graphic
    - 6.1.2 Use a hyperlink as a bookmark
    - 6.1.3 Link a hyperlink to an E-mail address

- 6.2 Create endnotes and footnotes in a document.
    - 6.2.1 Demonstrate difference between Endnotes and Footnotes
    - 6.2.2 Manage footnote and endnote locations
    - 6.2.3 Configure footnote and endnote format
    - 6.2.4 Presentation
    - 6.2.5 Change footnote and endnote numbering

- 6.3 Create a Table of Contents in a document.
    - 6.3.1 Use default formats
    - 6.3.2 Set levels
    - 6.3.3 Set alignment
    - 6.3.4 Set tab leader
    - 6.3.5 Modify styles
    - 6.3.6 Update a table of contents
        - 6.3.6.1 page numbers
        - 6.3.6.2 Entire table

7. Performing Mail Merge Operations

- 7.1 Set up mail merge.
    - 7.1.1 Perform a mail merge using the Mail Merge Wizard
    - 7.1.2 Perform a mail merge manually
    - 7.1.3 Use Auto Check for Errors

- 7.2 Execute mail merge.
    - 7.2.1 Preview and print a mail merge operation