77-850
Word 2007 Expert

Exam Design

Target Audience

Candidates for this exam should have the equivalent of more than one year of hands-on experience efficiently creating, distributing, and managing Word 2007 documents. Candidates should be experts in document and content management as well as advanced formatting. Candidates might have the role of project manager, writer, editor, or desktop publishing expert. Candidates are the known experts in their organizations for Word 2007.

Objective Domain

1. **Creating and Modifying Advanced Document Types**

    1.1. Create a mail merge document.
    This objective may include but is not limited to: creating a new recipient list, selecting recipients from Outlook contacts, and conditional mail merge

    1.2. Create and manage master documents.
    This objective may include but is not limited to: converting a document to a master document, converting an outline to a master document, importing subdocuments, and managing subdocuments

    1.3. Create forms.
    This objective may include but is not limited to: creating forms using fields, creating forms using content controls, and protecting forms

2. **Customizing Word 2007**

    2.1. Customize the Quick Access toolbar.
    This objective may include but is not limited to: adding commands not in the ribbon, adding separators, and reorganizing commands

    2.2. Change default save options.
    This objective may include but is not limited to: file formats and file locations

2.3. Assign keyboard shortcuts.

This objective may include but is not limited to: assigning keyboard shortcuts to an existing macro, a style, a symbol, or autotext

2.4. Manage building blocks.

This objective may include but is not limited to: distributing building blocks for reuse and creating a custom building block

3. Managing Styles and Templates

3.1. Manage styles.

This objective may include but is not limited to: updating style based on selected text, copying styles from one document or template to another, and setting outline levels for styles

3.2. Manage style sets.

This objective may include but is not limited to: creating a custom style set, saving a custom style set, and modifying an existing style set

3.3. Manage multilevel lists.

This objective may include but is not limited to: creating a multilevel list, linking styles to a multilevel list, modifying an existing multilevel list, and defining a new number format

3.4. Manage templates.

This objective may include but is not limited to: attaching a global template, attaching a local template, automatically updating styles using an attached template, saving style changes to the attached template, and saving gallery changes to the attached template

4. Managing Data Objects and Automation

4.1. Manage objects.

This objective may include but is not limited to: creating an object, embedding an existing object, linking to an existing object, and display as icon

4.2. Manage XML.

This objective may include but is not limited to: viewing XML tags, moving text with XML tags, validating a document against an XML schema, and attaching a custom XML schema

4.3. Record and edit a macro.

This objective may include but is not limited to: recording a macro in a document, recording a macro in a template, inserting a breakpoint, stepping through a macro, and changing actions in a macro

4.4. Manage an existing macro.

This objective may include but is not limited to: moving macros between documents (copy a macro, rename a copied macro, import a macro, export a macro) and configuring macro security (digitally sign a macro, macro security levels)

5. Managing Fields and References

5.1. Create a custom TOC.

This objective may include but is not limited to: including or excluding specific levels, including or excluding specific styles, and modifying the TOC properties

5.2. Insert cross-references within a document.

This objective may include but is not limited to: inserting reference to a document element, inserting a specific type of reference, and inserting above/below reference

5.3. Manage fields.

This objective may include but is not limited to: updating all fields in a document, converting all fields of a document to text, creating a custom field by using modifiers and switches, changing the display format of a data field (switches), associating properties in the Document Information Panel, and creating a custom document property field

5.4. Create object captioning.

This objective may include but is not limited to: autocaptioning different object types (numbering, position) and creating a custom label (numbering, position)

6. Managing Content

6.1. Manage visual content.

This objective may include but is not limited to: creating a custom watermark and inserting and modifying a SmartArt graphic (modify a SmartArt graphic layout, convert a list to a SmartArt graphic)

6.2. Manage table properties.

This objective may include but is not limited to: repeating a header row on subsequent pages, allowing a row to break across pages, and wrapping text around a table

6.3. Apply paste options.

This objective may include but is not limited to: setting default paste options and applying paste options for text, tables, graphics, and lists

6.4. Find and replace content.

This objective may include but is not limited to: finding and replacing content by format, using special characters, and using wildcards

7. Managing Documents

 7.1. Embed fonts.
  This objective may include but is not limited to: embedding fonts on the current document, all new documents, all characters, or characters in use

 7.2. Apply variable formatting by using sections.
  This objective may include but is not limited to: restarting page numbering with a different number format, linking and unlinking headers and footers, changing page orientation, changing page size and margins, and applying advanced page setup options (automatically align content vertically on a page, add line numbering)

 7.3. Restrict formatting and editing.
  This objective may include but is not limited to: restricting editing to selected parts of a document, limiting formatting to specific styles, allowing only specific types of editing, and allowing per-user document permissions

 7.4. Recover documents.
  This objective may include but is not limited to: Open and Repair, recovering text from any file, and locating the autorecover file (.asd file)

 7.5. Combine multiple documents.
  This objective may include but is not limited to: Insert file option and Insert objects