

Exam 70-601:
Using Microsoft® Office
Word 2007

- 1. Creating and Customizing Documents**
 - 1.1. Create and format documents
 - 1.2. Lay out documents
 - 1.3. Make documents and content easier to find
 - 1.4. Personalize Office Word 2007.
- 2. Formatting Content**
 - 2.1. Format text and paragraphs
 - 2.2. Manipulate text
 - 2.3. Control pagination
- 3. Working with Visual Content**
 - 3.1. Insert illustrations
 - 3.2. Format illustrations
 - 3.3. Format text graphically
 - 3.4. Insert and modify text boxes
- 4. Organizing Content**
 - 4.1. Structure content by using Quick Parts
 - 4.2. Use tables and lists to organize content
 - 4.3. Modify tables
 - 4.4. Insert and format references and captions
 - 4.5. Merge documents and data sources
- 5. Reviewing Documents**
 - 5.1. Navigate documents.
 - 5.2. Compare and merge document versions
 - 5.3. Manage tracked changes
 - 5.4. Insert, modify, and delete comments
- 6. Sharing and Securing Content**
 - 6.1. Prepare documents for sharing
 - 6.2. Control document access
 - 6.3. Attach digital signatures