

# **MO-101: Microsoft Word Expert (Office 2019) – Skills Measured**

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

## **Manage document options and settings (20-25%)**

### **Manage documents and templates**

- modify existing document templates
- manage document versions
- compare and combine multiple documents
- link to external document content
- enable macros in a document
- customize the Quick Access toolbar
- display hidden ribbon tabs
- change the Normal template default font

### **Prepare documents for collaboration**

- restrict editing
- protect documents by using passwords

### **Use and configure language options**

- configure editing and display languages
- use language-specific features

## **Use advanced editing and formatting features (25-30%)**

### **Find, replace, and paste document content**

- find and replace text by using wildcards and special characters
- find and replace formatting and styles
- apply Paste options

### **Configure paragraph layout options**

- configure hyphenation and line numbers
- set paragraph pagination options

### **Create and manage styles**

- create paragraph and character styles
- modify existing styles
- copy styles to other documents or templates

## **Create custom document elements (25-30%)**

### **Create and modify building blocks**

- create QuickParts
- manage building blocks

### **Create custom design elements**

- create custom color sets
- create custom font sets
- create custom themes
- create custom style sets

### **Create and manage indexes**

- mark index entries
- create indexes
- update indexes

### **Create and manage tables of figures**

- insert figure and table captions
- configure caption properties
- insert and modify a table of figures

## **Use advanced Word features (20-25%)**

### **Manage forms, fields, and controls**

- add custom fields
- modify field properties
- insert standard content controls
- configure standard content controls

## **Create and modify macros**

- record simple macros
- name simple macros
- edit simple macros
- copy macros to other documents or templates

## **Perform mail merges**

- manage recipient lists
- insert merged fields
- preview merge results
- create merged documents, labels, and envelopes