

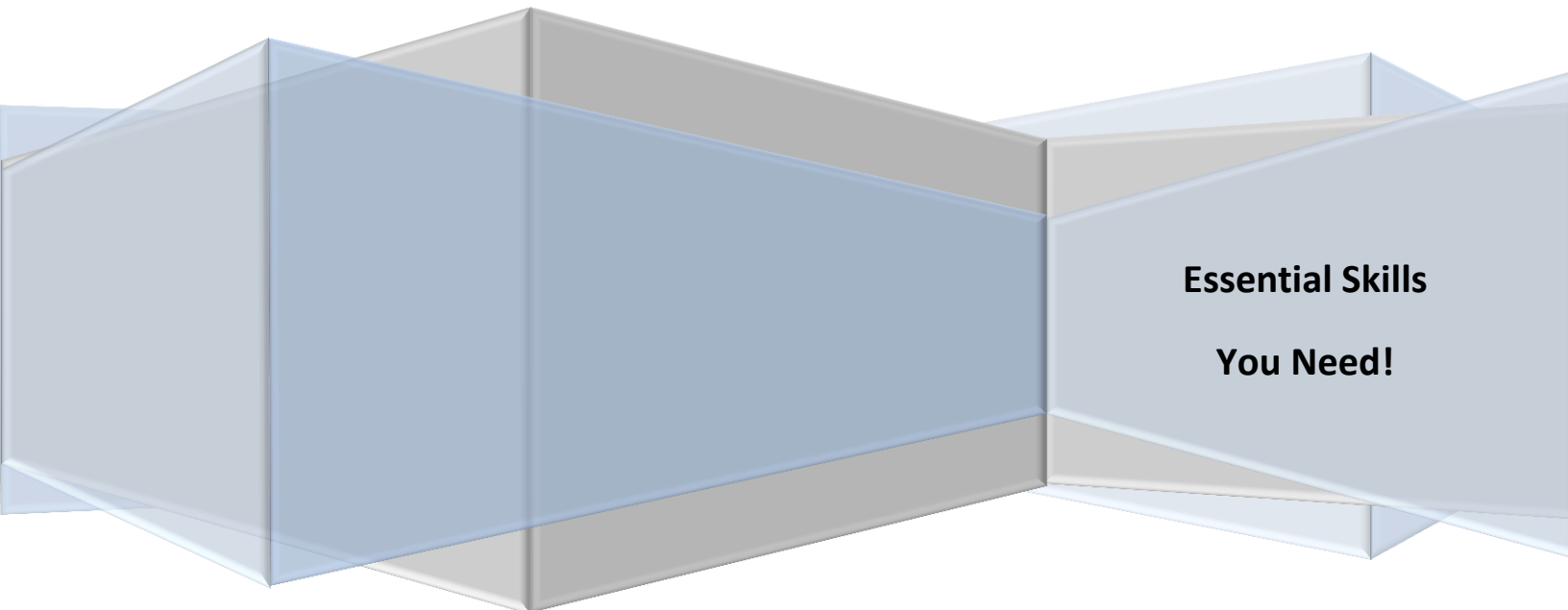
# **MOS** **Certification Training**

**The Complicated**  **Made Simple**

## **Microsoft Word 2010**

**Core Level**

**Exam Preparation Guide**



**Essential Skills  
You Need!**

This *Preparation Guide* covers the essential skills on the *Word 2010 Core MOS Certification* exam as outlined by Microsoft® (<http://tinyurl.com/pj3xtzz>).



There are 92 step by step accompanying training videos walking you through each of the identified 188 Word 2010 Core skills. Watch each video and practice that skill as many times as necessary until you have it mastered and then check it off this list; some videos have multiple skills being taught. When you have finished, wait a week and then go through the checklist one more time without using the videos to confirm your mastery. Circle the skills you are having difficulties with, go back to again watch its video and practice again. Keep doing this until you are confident that each skill is really mastered.

It is then highly recommended you take a practice test offered by a different software vendor such as Gmetrix.com to ensure you are well prepared to pass the real exam.

Listed on the last page of this *Word 2010 Core Exam Preparation Guide* are useful free resources that will further enhance your ability to pass the first time. Avail yourself of them all.

**This Guide and Videos Were  
Created by David Kimball**



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# Sharing and Maintaining Documents

## Apply Different Views to a Document

- Arranging Windows
- Master and Subdocuments
- Opening a Document in a New Window
- Reorganizing a Document Using Outline
- Selecting Zoom Options
- Splitting Windows
- Switching Windows
- Web Layout and Draft Views
  - View Side by Side
  - Synchronous Scrolling
  - Web Layout
  - Draft

## Apply Protection to a Document

- Apply Restrictions Using Backstage View
  - Applying Protection by Using the Microsoft Office Backstage View Commands
  - Applying Controls and Restrictions to Document Access
- Password-Protect a Document
- Mark as Final
- Applying Protection Using Ribbon Commands

## Manage Document Versions

- Manage Document Versions
  - Delete All Draft Versions
  - Recover Draft Versions

## **Share Documents**

- Changing File Types
- Creating PDF Documents
- Sending Documents Via E-Mail, SkyDrive, or Internet Fax
- Registering a Blog Account
- Creating a Blog Post
- Publishing a Blog Post

## **Save a Document**

- Protected Mode
- Save as Options
- Using Compatibility Mode

## **Apply a Template to a Document**

- Templates
  - Finding Templates
  - Locating a Template on Your Disk
  - Finding Templates on the Web

# Formatting Content

## Apply Bullets to a Document

- Applying Bullets
- Bullets and the AutoFormat
- Promoting or Demoting Bullet Levels
- Using Symbols and Pictures for Bullets

## Apply Font and Paragraph Attributes

- Apply Character Attributes
- Apply Styles
- The Format Painter

## Apply Indentation and Tab Settings to Paragraphs

- All About Tabs
  - Clearing Tabs
  - Moving Tab Stops
  - Setting Tab Stops
  - Setting Tabs
  - Setting Tabs on the Ruler
  - Using the Tabs Dialog Box
- Applying Indents
  - First Line
  - Hanging

## **Apply Spacing Settings to Text and Paragraphs**

- Line and Paragraph Spacing

## **Create Tables**

- Creating Tables
  - Inserting a Quick Table
  - Using Draw Table
  - Using the Insert Table Dialog Box
- Converting Text to Tables

## **Manipulate Tables in a Document**

- Converting Tables to Text
- Defining the Header Row
- Inserting and Deleting Table Rows and Columns
- Moving a Row or Column
- Resizing Table Rows and Columns
- Sorting Table Content
- Splitting and Merging Table Rows and Columns
- Viewing Table Gridlines

## **Navigate and Search Through a Document**

- Browse By Button
- Go To
- Highlight Features
- Setting Find and Replace Options
  - Format
  - Special
- Using the Navigation Pane
  - Headings
  - Pages
  - Results

# Applying Page Layout and Reusable Content

## Apply and Manipulate Page Setup Settings

- Columns
- The Hyphenation
- Inserting a Blank Page Into a Document
- Inserting a Section Break
  - Continuous
  - Next Page
  - Next Odd
  - Next Even
- Non-Breaking Spaces
- Setting Margins
- Page Breaks

## Apply Themes

- Applying Themes
  - Customize a Theme
  - Use a Theme to Apply Formatting

## Construct Content in a Document by Using the Quick Parts tool

- The Quick Parts Tool
  - Cover Pages
  - Equations
  - Footers
  - Headers
  - Quotes
  - Text Boxes
  - Watermarks



## **Create and Manipulate Page Backgrounds**

- Page Background
  - Setting a Colored Background
  - Formatting a Document's Background
- Page Borders
- Watermarks

## **Create and Modify Headers and Footers**

- Applying a Different First Page Attribute
- Changing Header and Footer Margins
- Deleting a Header or Footer
- Inserting a Built-in Header or Footer
- Inserting and Formatting Page Numbers
- Changing Header and Footer Margins

# Including Illustrations and Graphics in a Document

## Apply and Manipulate Text Boxes

- Text Boxes
  - 3-D Effects
  - Arrange Options
  - Format
  - Shadow Effects
  - Text Box Styles
  - Text Direction
- The Text Box Gallery

## Insert and Format Clip Art

- Inserting Clip Art
- Formatting Clip Art
  - Captions
  - Compress Pictures
  - Corrections
  - Modify the Shape
  - Picture Styles
  - Reset
  - Size
- Clip Art Artistic Effects and Corrections
- Organizing Clip Art

## Insert and Format Pictures in a Document

- Inserting and Formatting a Picture
  - Applying Artistic Effects and Picture Styles
  - Modifying a Shape
  - Adjusting Position and Size
- Inserting Screenshots
- Adding Captions to a Picture
- Compressing Pictures

## **Insert and Format Shapes, WordArt, and SmartArt**

- Inserting and Formatting Shapes
- Setting Shape Styles
- Inserting and Formatting SmartArt
- Inserting and Formatting WordArt

# Proofreading Documents

## Validate Content by Using Spelling and Grammar Checking Options

- Spelling and Grammar
  - Grammar and Style Options
  - Spell Checking

## Configure AutoCorrect Settings

- AutoCorrect
  - Add
  - AutoCorrect Dialog
  - Exceptions
  - Remove

## Insert and Modify Comments in a Document

- Comments
  - Deleting a Comment
  - Editing a Comment
  - Inserting a Comment
  - View Comments as Balloons
  - View Comments From Another User
  - View Comments Inline
  - Viewing a Comment

# Applying References and Hyperlinks

## Apply a Hyperlink

- Hyperlinking
  - Hyperlink Using Text
  - Create New Document
  - E-Mail Address
  - Hyperlink Using Graphic
- Bookmark Hyperlinking
- Hyperlinking Headers

## Create a Table of Contents in a Document

- Adding a Table of Contents
  - Default Formats
  - Modify Styles
- Formatting the Table of Contents
  - Show Levels
  - Alignment
  - Tab Leader
  - Formats
  - Options
- Update Table

## Create Endnotes and Footnotes in a Document

- Footnotes and Endnotes
  - Configure Footnote and Endnote Format
  - Manage Footnote and Endnote Location
  - Numbering
  - Presentation

# Performing Mail Merge Operations

## Setup and Execute Mail Merge

- Mail Merge Wizard
- Manual Mail Merge
  - Preview
  - Print
- Auto Check Mail Merge



## Useful Resources in Preparing for Your MOS Exam

1. This free program loads to your computer and uses your actual Word 2010 to quiz you on different functions: [www.ribbonhero.com](http://www.ribbonhero.com)
2. On YouTube, search for “Word 2010 study questions”. Stuff by users *ExcelsFun*, and *Shirley Fleischman* are great places to start.
3. This website is by ExcelsFun from Youtube:  
[people.highline.edu/mgirvin/AllClasses/216\\_2010/Content/02Word/WordClassContent.htm](http://people.highline.edu/mgirvin/AllClasses/216_2010/Content/02Word/WordClassContent.htm)
4. [www.gcflearnfree.org/word2010](http://www.gcflearnfree.org/word2010)