



Microsoft Word Expert (Office 2019): Exam MO-101

The Microsoft Office Specialist: Word Expert Certification demonstrates competency in creating and managing professional documents for a variety of specialized purposes and situations. Examples of expert-level documents include a business plan, a research paper, a book, a specialized brochure, and a mass mailing.

Objective Domains

1. Manage Document Options and Settings

1.1 Manage documents and templates (Modify templates, Manage versions, Compare/combine documents, Link external content, Enable macros, Customize QAT, Hidden tabs, Normal template font)

1.2 Prepare documents for collaboration (Restrict editing, Protect by passwords)

1.3 Use and configure language options

2. Use Advanced Editing and Formatting Features

2.1 Find, replace, and paste document content (Wildcards, Special characters, Formatting/styles, Paste Options)

2.2 Configure paragraph layout options (Hyphenation, Line numbers, Pagination)

2.3 Create and manage styles (Paragraph/character styles, Modify styles, Copy styles)

Head Office

Graha PT. Pos Indonesia, Jl. Banda
No.30, Citarum, Kec. Bandung Wetan,
Kota Bandung, Jawa Barat 40115.

Operation Office

Jl. Waruga Jaya no.123B Ciwaruga,
Parongpong, Kabupaten Bandung
Barat, Jawa Barat 40559

✉ info@b-onecorp.co.id
☎ +(62) 897-666-0004
🌐 www.b-onecorp.co.id

📷 b1corp
🌐 b1corp
📘 BOneCorporation



3. Create Custom Document Elements

- 3.1 Create and modify building blocks (QuickParts, Manage blocks)
- 3.2 Create custom design elements (Color sets, Font sets, Themes, Style sets)
- 3.3 Create and manage indexes (Mark entries, Create/Update indexes)
- 3.4 Create and manage tables of figures (Captions, Table of figures)

4. Use Advanced Word Features

- 4.1 Manage forms, fields, and controls (Custom fields, Modify properties, Standard content controls)
- 4.2 Create and modify macros (Record, Name, Edit, Copy)
- 4.3 Perform mail merges (Recipient lists, Merged fields, Preview, Create merged documents/labels/envelopes)

Head Office

Graha PT. Pos Indonesia, Jl. Banda
No.30, Citarum, Kec. Bandung Wetan,
Kota Bandung, Jawa Barat 40115.

Operation Office

Jl. Waruga Jaya no.123B Ciwaruga,
Parongpong, Kabupaten Bandung
Barat, Jawa Barat 40559

✉ info@b-onecorp.co.id
☎ [+\(62\) 897-666-0004](tel:+628976660004)
🌐 www.b-onecorp.co.id

📷 [b1corp](#)
🌐 [b1corp](#)
📘 [BOneCorporation](#)