



## **Microsoft Word (Office 2019): Exam MO-100**

The Microsoft Office Specialist: Word Associate Certification demonstrates competency in

the correct application of the principle features of Word by creating and editing documents for a variety of purposes and situations.

### **Objective Domains**

#### **1. Manage Documents**

- 1.1 Navigate within documents (Search, Link, Move, Formatting symbols)
- 1.2 Format documents (Pages, Style sets, Headers/footers, Backgrounds)
- 1.3 Save and share documents (Alternative formats, Properties, Print settings, Share)
- 1.4 Inspect documents for issues (Hidden properties, Accessibility, Compatibility)

#### **2. Insert and Format Text, Paragraphs, and Sections**

- 2.1 Insert text and paragraphs (Find/replace, Symbols)
- 2.2 Format text and paragraphs (Effects, Format Painter, Spacing, Built-in styles, Clear)
- 2.3 Create and configure document sections (Columns, Breaks, Page setup)

#### **3. Manage Tables and Lists**

- 3.1 Create tables (Convert text to tables, Specifying rows/columns)
- 3.2 Modify tables (Sort, Margins, Merge/split, Resize, Repeating headers)
- 3.3 Create and modify lists (Numbered/bulleted, Bullet characters, List levels, Restart/continue)

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#### **Head Office**

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#### **4. Create and Manage References**

4.1 Create and manage reference elements (Footnotes, Citations)

4.2 Create and manage reference tables (Table of contents, Bibliographies)

#### **5. Insert and Format Graphic Elements**

5.1 Insert illustrations and text boxes (Shapes, Pictures, 3D models, SmartArt, Screenshots)

5.2 Format illustrations and text boxes (Artistic effects, Backgrounds)

5.3 Add text to graphic elements

5.4 Modify graphic elements (Position, Wrap text, Alt text)

#### **6. Manage Document Collaboration**

6.1 Add and manage comments (Add, Reply, Resolve, Delete)

6.2 Manage change tracking (Track, Review, Accept/reject, Lock)

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