

## 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. The exam covers the ability to customize Word environments to meet project needs, and to enhance productivity. Examples of expert-level documents include a business plan, a research paper, a book, a specialized brochure, and a mass mailing.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry expert-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of Word at an expert-level and can complete tasks independently.

Microsoft Office Specialist Program certification exams use a performance-based format testing a candidate's knowledge, skills and abilities using the Office 2019 programs:

- Microsoft Office Specialist Program exam task instructions generally do not include the command name. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The Microsoft Office Specialist Program exam format incorporates multiple projects as in the previous version, while using enhanced tools, functions, and features from the latest programs.

## Objective Domains

### Manage Document Options and Settings

#### 1.1 Manage documents and templates

- 1.1.1 Modify existing document templates
- 1.1.2 Manage document versions
- 1.1.3 Compare and combine multiple documents
- 1.1.4 Link to external document content
- 1.1.5 Enable macros in a document
- 1.1.6 Customize the Quick Access toolbar
- 1.1.7 Display hidden ribbon tabs
- 1.1.8 Change the Normal template default font

#### 1.2 Prepare documents for collaboration

- 1.2.1 Restrict editing
- 1.2.2 Protect documents by using passwords

#### 1.3 Use and configure language options

- 1.3.1 Configure editing and display languages
- 1.3.2 Use language-specific features

Microsoft Office Specialist Program is the only official Microsoft-recognized certification program for Microsoft Office globally.



## Use Advanced Editing and Formatting Features

- 2.1 Find, replace, and paste document content**
  - 2.1.1 Find and replace text by using wildcards and special characters
  - 2.1.2 Find and replace formatting and styles
  - 2.1.3 Apply Paste Options
- 2.2 Configure paragraph layout options**
  - 2.2.1 Configure hyphenation and line numbers
  - 2.2.2 Set paragraph pagination options
- 2.3 Create and manage styles**
  - 2.3.1 Create paragraph and character styles
  - 2.3.2 Modify existing styles
  - 2.3.3 Copy styles to other documents or templates

## Use Advanced Word Features

- 4.1 Manage forms, fields, and controls**
  - 4.1.1 Add custom fields
  - 4.1.2 Modify field properties
  - 4.1.3 Insert standard content controls
  - 4.1.4 Configure standard content controls
- 4.2 Create and modify macros**
  - 4.2.1 Record simple macros
  - 4.2.2 Name simple macros
  - 4.2.3 Edit simple macros
  - 4.2.4 Copy macros to other documents or templates
- 4.3 Perform mail merges**
  - 4.3.1 Manage recipient lists
  - 4.3.2 Insert merged fields
  - 4.3.3 Preview merge results
  - 4.3.4 Create merged documents, labels, and envelopes

## Create Custom Document Elements

- 3.1 Create and modify building blocks**
  - 3.1.1 Create QuickParts
  - 3.1.2 Manage building blocks
- 3.2 Create custom design elements**
  - 3.2.1 Create custom color sets
  - 3.2.2 Create custom font sets
  - 3.2.3 Create custom themes
  - 3.2.4 Create custom style sets
- 3.3 Create and manage indexes**
  - 3.3.1 Mark index entries
  - 3.3.2 Create indexes
  - 3.3.3 Update indexes
- 3.4 Create and manage tables of figures**
  - 3.4.1 Insert figure and table captions
  - 3.4.2 Configure caption properties
  - 3.4.3 Insert and modify a table of figures