



## MICROSOFT WORD 2003 EXPERT EXAM OBJECTIVES

### 1. Formatting Content

- 1.1 Create custom styles for text, tables and lists
- 1.2 Control pagination
- 1.3 Format, position and resize graphics using advanced layout features
- 1.4 Insert and modify objects
- 1.5 Create and modify diagrams and charts using data from other sources

### 2. Organizing Content

- 2.1 Sort content in lists and tables
- 2.2 Perform calculations in tables
- 2.3 Modify table formats
- 2.4 Summarize document content using automated tools
- 2.5 Use automated tools for document navigation
- 2.6 Merge letters with other data sources
- 2.7 Merge labels with other data sources
- 2.8 Structure documents using XML

### 3. Formatting Documents

- 3.1 Create and modify forms
- 3.2 Create and modify document background
- 3.3 Create and modify document indexes and tables
- 3.4 Insert and modify endnotes, footnotes, captions, and cross-references
- 3.5 Create and manage master documents and subdocuments

### 4. Collaborating

- 4.1 Modify track changes options
- 4.2 Publish and edit Web documents
- 4.3 Manage document versions
- 4.4 Protect and restrict forms and documents
- 4.5 Attach digital signatures to documents
- 4.6 Customize document properties

### 5. Customizing Word

- 5.1 Create, edit, and run macros
- 5.2 Customize menus and toolbars
- 5.3 Modify Word default settings