



MICROSOFT WORD 2007 EXAM (70-601) OBJECTIVES

1. Creating and Customizing Documents

- 1.1 Create and format documents.
- 1.2 Layout documents.
- 1.3 Make documents and content easier to find.
- 1.4 Personalize Office Word 2007.

2. Formatting Content

- 2.1 Format text and paragraphs.
- 2.2 Manipulate text.
- 2.3 Control pagination.

3. Working with Visual Content

- 3.1 Insert illustrations.
- 3.2 Format illustrations.
- 3.3 Format text graphically.
- 3.4 Insert and modify text boxes.

4. Organizing Content

- 4.1 Structure content by using Quick Parts.
- 4.2 Use tables and lists to organize content.
- 4.3 Modify tables.
- 4.4 Insert and format references and captions.
- 4.5 Merge documents and data sources.

5. Reviewing Documents

- 5.1 Navigate documents.
- 5.2 Compare and merge document versions.
- 5.3 Manage tracked changes
- 5.4 Insert, modify, and delete comments.

6. Sharing and Securing Content

- 6.1 Prepare documents for sharing
- 6.2 Control document access.
- 6.3 Attach digital signatures.