



MICROSOFT WORD 2007 EXPERT EXAM (77-850) OBJECTIVES

1. **Creating and Modifying Advanced Document Types**

- 1.1 Create a mail merge document
- 1.2 Create and manage master documents.
- 1.3 Create forms.

2. **Customizing Word 2007**

- 2.1 Customize the Quick Access toolbar.
- 2.2 Change default save options.
- 2.3 Assign keyboard shortcuts.
- 2.4 Manage building blocks.

3. **Managing Styles and Templates**

- 3.1 Manage styles.
- 3.2 Manage style sets.
- 3.3 Manage multilevel lists.
- 3.4 Manage templates.

4. **Managing Data Objects and Automation**

- 4.1 Manage objects.
- 4.2 Manage XML.
- 4.3 Record and edit a macro.
- 4.4 Manage an existing macro.

5. **Managing Fields and References**

- 5.1 Create a custom TOC.
- 5.2 Insert cross-references within a document.
- 5.3 Manage fields.
- 5.4 Create object captioning.

6. **Managing Content**

- 6.1 Manage visual content.
- 6.2 Manage table properties.
- 6.3 Apply paste options.
- 6.4 Find and replace content.

7. **Managing Documents**

- 7.1 Embed fonts.
- 7.2 Apply variable formatting by using sections.
- 7.3 Restrict formatting and editing.
- 7.4 Recover documents.
- 7.5 Combine multiple documents.