



MICROSOFT WORD 2010 CORE EXAM OBJECTIVES

1. Sharing and Maintaining Documents

- 1.1 Apply different views to a document.
- 1.2 Apply protection to a document.
- 1.3 Manage document versions.
- 1.4 Share documents.
- 1.5 Save a Document.
- 1.6 Apply a template to a document.

2. Formatting Content

- 2.1 Apply font and paragraph attributes.
- 2.2 Navigate and search through a document.
- 2.3 Apply indentation and tab settings to paragraphs.
- 2.4 Apply spacing settings to text and paragraphs.
- 2.5 Create tables.
- 2.6 Manipulate tables in a document.
- 2.7 Apply bullets to a document.

3. Applying Page Layout and Reusable Content

- 3.1 Apply and manipulate page setup settings.
- 3.2 Apply themes.
- 3.3 Construct content in a document by using the Quick Parts tool.
- 3.4 Create and manipulate page backgrounds.
- 3.5 Create and modify headers and footers.

4. Including Illustrations and Graphics in a Document

- 4.1 Insert and format Pictures in a document.
- 4.2 Insert and format shapes, WordArt, and SmartArt.
- 4.3 Insert and format Clip Art.
- 4.4 Apply and manipulate text boxes.

5. Proofreading documents

- 5.1 Validate content by using spelling and grammar checking options.
- 5.2 Configure AutoCorrect settings.
- 5.3 Insert and modify comments in a document.

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6. Applying References and Hyperlinks

- 6.1 Apply a hyperlink
- 6.2 Create Endnotes and Footnotes in a document
- 6.3 Create a Table of Contents in a document

7. Performing Mail Merge Operations

- 7.1 Setup mail merge
- 7.2 Execute mail merge

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