MICROSOFT WORD 2010 EXPERT EXAM (77-887) OBJECTIVES

1. Sharing and Maintaining Documents

1.1 Configure Word Options.
1.2 Restrict access to a document.
1.3 Add and modify templates in an existing document.

2. Formatting Content

2.1 Apply advanced font and paragraph attributes.
2.2 Create tables and charts.
2.3 Construct reusable content in a document.
2.4 Link sections.

3. Tracking and Referencing Documents

3.1 Review, compare and combine documents.
3.2 Create a reference page.
3.3 Create a Table of Authorities in a document.
3.4 Create an index in document.

4. **Performing Mail Merge Operations**

4.1 Execute Mail Merge.
4.2 Create a Mail Merge by using other data sources.
4.3 Create labels and forms.

5. Managing Macros and Forms

5.1 Create and manipulate macros.
5.2 Apply and manipulate macro options.
5.3 Create forms.
5.4 Manipulate forms.