



Working with you
to achieve your goals

A-Certif Ltd

Microsoft Office Word 2003 Expert

Microsoft Office Specialist Exam Skill Standards

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programmes. These categories are organised within skill sets representing the more basic functions of each Office Programme.

Exam skill standards and skill sets for the Microsoft Office Word 2003 Expert exam are provided below to assist in your exam preparation. Training centres and courseware providers authorised by the Microsoft Office Specialist Programme tailor their instruction to these criteria.

Formatting Content

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

Organising Content

- Sort content in lists and tables
- Perform calculations in tables
- Modify table formats
- Summarise document content using automated tools
- Use automated tools for document navigation
- Merge letters with other data sources
- Merge labels with other data sources
- Structure documents using XML

Formatting Documents

- Create and modify forms
- Create and modify document background

- Create and modify document indexes and tables
- Insert and modify endnotes, footnotes, captions, and cross-references
- Create and manage master documents and subdocuments

Collaborating

- Modify track changes options
- Publish and edit Web documents
- Manage document versions
- Protect and restrict forms and documents
- Attach digital signatures to documents
- Customise document properties

Customising Word

- Create, edit, and run macros
- Customise menus and toolbars
- Modify Word default settings