



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