



## MICROSOFT WORD 2003 EXPERT - EXAM OBJECTIVES

### 1. 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

### 2. Organizing Content

- .Sort content in lists and tables
- .Perform calculations in tables
- .Modify table formats
- .Summarize 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

### 3. 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

### 4. Collaborating

#### .Modify track changes options

- .Publish and edit Web documents
- .Manage document versions
- .Protect and restrict forms and documents
- .Attach digital signatures to documents
- .Customize document properties

### 5. Customizing Word

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