

# **Microsoft Office Word Expert 2013**

## **1. Manage and share documents**

- Manage multiple documents
  - Modifying existing templates
  - Merging multiple documents
  - Managing versions of documents
  - Organizing styles
- Copying styles from template to template
  - Copying macros from document to document
  - Linking to external data
  - Moving building blocks between documents
  - Practice tasks
- Prepare documents for review
  - Setting tracking options
  - Restricting editing
  - Deleting document draft versions
  - Removing document metadata
  - Marking documents as final
  - Protecting documents by using passwords
  - Practice tasks
- Manage document changes
  - Tracking changes
  - Managing comments
  - Using markup options
  - Resolving multidocument style conflicts
  - Changing how markup is displayed
  - Practice tasks
  - Objective review

## **2. Design advanced documents**

- Apply advanced formatting
  - Using wildcards in find-and-replace searches
  - Creating custom field formats
  - Using advanced layout options
  - Working with document sections

- Setting character spacing options and advanced character attributes
  - Linking text boxes
  - Practice tasks
- Apply advanced styles
    - Customizing settings for existing styles
    - Creating custom styles
    - Creating character-specific styles
    - Assigning keyboard shortcuts to styles
- Apply advanced ordering and grouping
    - Creating and managing outlines
    - Creating master documents
    - Linking document elements
    - Practice tasks
    - Objective review

### **3. Create advanced references**

- Create and manage indexes
  - Marking index entries
  - Building indexes from auto mark files
  - Inserting indexes
  - Editing and updating indexes
  - Practice tasks
- Create and manage reference tables
  - Creating and formatting tables of contents
  - Creating tables of figures
  - Working with tables of authorities
  - Setting advanced reference options
  - Inserting bibliographies
  - Practice tasks
- Manage forms, fields, and mail merge operations
  - Designing forms
  - Working with control properties
  - Locking and unlocking forms
  - Working with legacy controls
  - Inserting and managing document fields
  - Performing mail merge operations
  - Practice tasks

## 4. Create custom Word elements

- Create and modify building blocks
  - Editing building block properties
  - Creating custom building blocks
  - Deleting building blocks
  - Practice tasks
  
- Create custom style sets and templates
  - Creating custom theme elements
  - Customizing templates
  - Designing your own templates
  - Creating and managing style sets
  - Practice task
  
- Prepare a document for internationalization and accessibility
  - Configuring language options in documents
  - Adding alt text to document elements
  - Creating documents for use with accessibility tools
  - Managing multiple options for the +Body and +Heading fonts
  - Implementing global content standards
  - Using a macro to modify tab order in a form
  - Practice tasks
  - Objective review