

Word 2010 (Exam 77-881):

Skills Being Measured This exam measures your ability to accomplish the technical tasks listed below.

Sharing and Maintaining Documents

- Apply different views to a document.
- Apply protection to a document.
- Manage document versions.
- Share documents.
- Save a Document.
- Apply a template to a document.

Formatting Content

- Apply font and paragraph attributes.
- Navigate and search through a document.
- Apply indentation and tab settings to paragraphs.
- Apply spacing settings to text and paragraphs.
- Create tables.
- Manipulate tables in a document.
- Apply bullets to a document.

Applying Page Layout and Reusable Content

- Apply and manipulate page setup settings.
- Apply themes.
- Construct content in a document by using the Quick Parts tool.
- Create and manipulate page backgrounds.
- Create and modify headers and footers.

Including Illustrations and Graphics in a Document

- Insert and format Pictures in a document.
- Insert and format shapes, WordArt, and SmartArt.
- Insert and format Clip Art.
- Apply and manipulate text boxes.

Proofreading documents

- Validate content by using spelling and grammar checking options

- Configure AutoCorrect settings
- Insert and modify comments in a document

Applying References and Hyperlinks

- Apply a hyperlink.
- Create Endnotes and Footnotes in a document.
- Create a Table of Contents in a document.

Performing Mail Merge Operations

- Setup mail merge
- Execute mail merge