



Office 2003 Exam Syllabus

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 programs. These categories are organized within skill sets representing the more basic functions of each Office program.

Exam skill standards and skill sets for the Microsoft Office Word 2003 Expert exam are provided below to assist in your exam preparation. Training centers and courseware providers authorized by the Microsoft Office Specialist (Office Specialist) program 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

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

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



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Microsoft Office Specialist Exam Skill Standards .. continued

- Protect and restrict forms and documents
- Attach digital signatures to documents
- Customize document properties

Customizing Word

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