

## MOS Word Expert 2013 – Part 2

### Objective Domain

#### 1.0 Manage and Share Documents

##### 1.1 Manage Multiple Documents

This objective may include but is not limited to: modifying existing templates, merging multiple documents, managing versions of documents, copying styles from template to template, using the style organizer, copying macros from document to document, linking to external data, moving building blocks between documents

##### 1.3 Manage Document Changes

This objective may include but is not limited to: tracking changes, managing comments, using markup options, resolving a multi-document style conflicts, displaying all changes

#### 2.0 Design Advanced Documents

##### 2.3 Apply Advanced Ordering and Grouping

This objective may include but is not limited to: creating outlines, promoting sections in outlines, creating master documents, inserting subdocuments, linking document elements

#### 3.0 Create Advanced References

##### 3.1 Create and Manage Indexes

This objective may include but is not limited to: creating indexes, updating indexes, marking index entries, using index auto-mark files

##### 3.2 Create and Manage Reference Tables

This objective may include but is not limited to: creating a table of contents, creating a table of figures, a formatting table of contents, updating a table of authorities, setting advanced reference options (captions, footnotes, citations)

## **4.0 Create Custom Word Elements**

### **4.3 Prepare a document for Internationalization and Accessibility**

This objective may include but is not limited to: configuring language options in documents, adding alt-text to document elements, creating documents for use with accessibility tools, managing multiple options for +Body and +Heading fonts, utilizing global content standards, modifying Tab order in document elements and objects