

Word 2010 Core Items

Objective Domain

1—Sharing and Maintaining Documents

- 1.1—Apply different views to a document
- 1.2—Apply protection to a document
- 1.3—Manage document versions
- 1.4—Share documents
- 1.5—Save a Document
- 1.6—Apply a template to a document

2—Formatting Content

- 2.1—Apply font and paragraph attributes
- 2.2—Navigate and search through a document
- 2.3—Apply indentation and tab settings to paragraphs
- 2.4—Apply spacing settings to text and paragraphs
- 2.5—Create tables
- 2.6—Manipulate tables in a document
- 2.7—Apply bullets to a document

3—Applying Page Layout and Reusable Content

- 3.1—Apply and manipulate page setup settings
- 3.2—Apply themes
- 3.3—Construct content in a document by using the Quick Parts tool

3.4—Create and manipulate page backgrounds

3.5—Create and modify headers and footers

4—Including Illustrations and Graphics in a Document

4.1—Insert and format Pictures in a document

4.2—Insert and format shapes, WordArt, and SmartArt

4.3—Insert and format Clip Art

4.4—Apply and manipulate text boxes

5—Proofreading documents

5.1—Validate content by using spelling and grammar checking options

5.2—Configure AutoCorrect settings

5.3—Insert and modify comments in a document

6—Applying References and Hyperlinks

6.1—Apply a hyperlink

6.2—Create Endnotes and Footnotes in a document

6.3—Create a Table of Contents in a document

7—Performing Mail Merge Operations

7.1—Setup mail merge

7.2—Execute mail merge