

MOS WORD 2010

	Counting	ICT / CL
Sharing and maintain documents		
Apply different views to a document Selecting zoom options; splitting and arranging windows (view side by side, synchronous scrolling), document views (reorganizing a document outline, master documents, subdocuments, web layout, draft); switching windows; opening a document in a new window	1	1
Apply protection to a document Applying protection by using the Microsoft Office Backstage view commands (applying controls and restrictions to document access, password-protecting a document, marking as final); applying protection by using ribbon	1	1
Manage document versions Recovering draft versions; deleting all draft versions	1	
Share documents Sending documents via email, SkyDrive, or Internet fax; changing file types; creating PDF documents; creating and publishing a blog post; registering a blog account	1	1
Save a document Using compatibility mode, protected mode, and Save As options	1	1
Apply a template to a document Finding templates (locating a template on your disk, finding templates on the web)	1	1
Formatting content		
Apply font and paragraph attributes Applying character attributes; applying styles; using Format Painter	1	1
Navigate and search through a document Using the Navigation Pane (headings, pages, results), Go To, browse by button, and Highlight features; setting Find and Replace options (format, special)	1	1
Apply indentation and tab settings to paragraphs Applying indents (first line, hanging); setting tabs; using the Tabs dialog box; setting tabs on the ruler; clearing tabs; setting tab stops; moving tab stops	1	1
Apply spacing settings to text and paragraphs Line spacing, paragraph spacing	1	1
Create tables Using the Insert Table dialog box; using Draw Table; inserting a Quick Table; converting text to tables; using a table to control page layout	1	1
Manipulate tables in a document Sorting content; adding a row to a table; adding a column to a table; splitting, merging, moving, resizing, and deleting a row or column; defining the header row; converting tables to text; viewing gridlines	1	1

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Apply bullets to a document Applying bullets; selecting a symbol format; defining a picture to be used as a bullet; using AutoFormat; promoting or demoting bullet levels	1	1
Applying page layout and reusable content		
Apply and manipulate page setup settings Setting margins, non-breaking spaces, hyphenation, and columns; working with breaks; forcing a page break; inserting a section break (continuous, next page, next odd, next even); inserting a blank page into a document	1	1
Apply themes Using a theme to apply formatting; customizing a theme	1	1
Construct content in a document by using the Quick Parts tool Adding built-in building blocks (quotes, text boxes, headers, footers, cover pages, watermarks, equations)	1	1
Create and manipulate page backgrounds Formatting a document's background; setting a colored background; adding a watermark; placing page borders	1	1
Create and modify headers and footers Inserting and formatting page numbers; inserting the current date and time; inserting a built-in header or footer; adding content to a header or footer (custom dialog box, manual entry); deleting a header or footer; changing margins; applying a different first page attribute	1	1
Including illustration and graphics in a document		
Insert and format pictures in a document Adding captions; applying artistic effects and picture styles; compressing pictures; modifying a shape; adjusting position and size; inserting screenshots	1	1
Insert and format shapes, WordArt, and SmartArt Adding text to a shape; modifying text on a shape; adding captions; setting shape styles (border, text); adjusting position and size	1	1
Insert and format Clip Art Organizing ClipArt, captions, artistic effects, compressing pictures, corrections, modifying the shape, reset, picture styles, arranging options, size	1	1
Apply and manipulate text boxes Formatting, saving selection to text box gallery, text box styles, text direction, shadow effects, 3-D effects, arranging options	1	1
Proofreading documents		
Validate content by using spelling and grammar checking options Grammar and style options	1	1
Configure AutoCorrect settings		

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Adding, removing, exceptions, AutoCorrect dialog	1	1
Insert and modify comments in a document		
Inserting a comment; editing a comment; deleting a comment; viewing a comment (viewing comments from another user, viewing comments inline, viewing comments as balloons)	1	1
Applying references and hyperlinks		
Apply a hyperlink		
Hyperlink using text; hyperlink using graphic, headings, and bookmarks; creating new document; email address	1	1
Create endnotes and footnotes in a document		
Managing footnote and endnote location; configuring footnote and endnote format, presentation, and numbering	1	1
Create a table of contents in a document		
Default formats, showing levels, alignment, tab leader, formats, options; modifying styles; updating table	1	1
Performing mailmerge operations		
Setup mail merge		
Performing a mail merge using the Mail Merge Wizard; performing a mail merge manually; auto checking for	1	1
Execute mail merge		
Print, preview	1	1
Total	30	29