MO-100: Microsoft Word (Word and Word 2019) – Skills Measured

Manage documents (20-25%)

Navigate within documents

- Search for text
- Link to locations within documents
- Move to specific locations and objects in documents
- Show and hide formatting symbols and hidden text

Format documents

- Set up document pages
- Apply style sets
- Insert and modify headers and footers
- Configure page background elements

Save and share documents

- Save documents in alternative file formats
- Modify basic document properties
- Modify print settings
- Share documents electronically

Inspect documents for issues

- Locate and remove hidden properties and personal information
- Locate and correct accessibility issues
- Locate and correct compatibility issues

Insert and format text, paragraphs, and sections (20-25%)

Insert text and paragraphs

- Find and replace text
- Insert symbols and special characters

Format text and paragraphs

- Apply text effects
- Apply formatting by using Format Painter
- Set line and paragraph spacing and indentation
- Apply built-in styles to text
- Clear formatting

Create and configure document sections

- Format text in multiple columns
- Insert page, section, and column breaks
- Change page setup options for a section

Manage tables and lists (15-20%)

Create tables

- Convert text to tables
- Convert tables to text
- Create tables by specifying rows and columns

Modify tables

- Sort table data
- Configure cell margins and spacing
- Merge and split cells
- Resize tables, rows, and columns
- Split tables
- Configure a repeating row header

Create and modify lists

- Format paragraphs as numbered and bulleted lists
- Change bullet characters and number formats
- Define custom bullet characters and number formats
- Increase and decrease list levels
- Restart and continue list numbering
- Set starting number values

Create and manage references (5-10%)

Create and manage reference elements

- Insert footnotes and endnotes

- Modify footnote and endnote properties
- Create and modify bibliography citation sources
- Insert citations for bibliographies

Create and manage reference tables

- Insert tables of contents
- Customize tables of contents
- Insert bibliographies

Insert and format graphic elements (15-20%)

Insert illustrations and text boxes

- Insert shapes
- Insert pictures
- Insert 3D models
- Insert SmartArt graphics
- Insert screenshots and screen clippings
- Insert text boxes

Format illustrations and text boxes

- Apply artistic effects
- Apply picture effects and picture styles
- Remove picture backgrounds
- Format graphic elements
- Format SmartArt graphics
- Format 3D models

Add text to graphic elements

- Add and modify text in text boxes
- Add and modify text in shapes
- Add and modify SmartArt graphic content

Modify graphic elements

- Position objects
- Wrap text around objects
- Add alternative text to objects for accessibility

Manage document collaboration (5-10%)

Add and manage comments

- Add comments
- Review and reply to comments
- Resolve comments
- Delete comments

Manage change tracking

- Track changes
- Review tracked changes
- Accept and reject tracked changes
- Lock and unlock change tracking