

Using Microsoft® Office Word 2007 Exam Guide

Preparation Recommendations

Step 1: Assess your skills: Prepare for the Using Microsoft Office Word 2007 Application Specialist certification exam by taking the Microsoft Official Pre-Test to help determine your course of study. After you complete the Pre-Test, you'll receive a custom learning path with recommended Microsoft E-Learning courses and Microsoft Press books to help you prepare for the exam.

Step 2: Improve your skills: Study the areas listed on your custom learning path using Microsoft E-Learning courses and Microsoft Press Step-by-Step books. Plan on spending about an hour studying each topic listed in your custom learning path.

Step 3: Take the exam!

Microsoft Official Pre-Test

The online Pre-Test provides a simple, low-cost way to identify your skill level. You can access the Pre-Test by clicking this [here](#).

When prompted, use coupon code MSPP020090 to receive a discount!

Microsoft E-Learning Courses – available April 2007!

5258AE Core Training
for Microsoft® Office
Word 2007

This collection of online courses covers the core skills and knowledge you will need to get the most out of Microsoft® Office Word 2007.

[Find special offers and register for this series of e-learning courses.](#)

Exam Skill Standards

Below are the tasks and features you'll be expected to know in order to pass the Using Microsoft® Office Word 2007 Application Specialist exam. You can use this as a study checklist.

1. Creating and Customizing Documents

- Create and format documents
- Lay out documents
- Make documents and content easier to find
- Personalize Office Word 2007.

2. Formatting Content

- Format text and paragraphs
- Manipulate text
- Control pagination

3. Working with Visual Content

- Insert illustrations
- Format illustrations
- Format text graphically
- Insert and modify text boxes

4. Organizing Content

- Structure content by using Quick Parts
- Use tables and lists to organize content
- Modify tables
- Insert and format references and captions
- Merge documents and data sources

5. Reviewing Documents

- Navigate documents.
- Compare and merge document versions
- Manage tracked changes
- Insert, modify, and delete comments

6. Sharing and Securing Content

- Prepare documents for sharing
- Control document access
- Attach digital signatures

More information about [Microsoft Business Certifications](#) for Microsoft Certified Application Specialists and Microsoft Certified Application Professionals.