Microsoft Word Pro (V2)
Competency Assessment Objectives

Advanced Document Content and Design

Manage styles and advanced formatting

- Create and apply custom styles

- Use themes and custom design presets

- Set paragraph pagination

Manage complex document elements

- Insert charts

- Use indexes

- Use captions and tables of figures

Advanced Workflows and Features

Manage large or unique documents

- Use advanced find and replace

- Configure language options

- Customize the Ribbon

Use advanced collaboration features

- Create and modify templates

- Protect and review documents

- Manage password protection

- Create forms with content controls

Automate document content

- Use dynamic fields in documents

- Create and run macros

- Create personalized documents with mail merge

CompTIA.