

Microsoft Office Pro (V8)

Competency Assessment Objectives

Microsoft Word

Create and Manage Documents

- Create a new blank document
- Open a downloaded document and enable editing
- Create a document using a template
- Enter and delete text in a document
- Copy and cut text to the Clipboard
- Paste formatted and unformatted text
- Open and close a document

Managing and Printing Documents

- Save a document in various formats
- Print to a default or non-default printer

Modify Fonts

- Bold, italicize, or underline a selection of text
- Modify the case of a word
- Change the font, font size, or color of selected text
- Apply a superscript and subscript

Format Paragraphs

- Align to the left, right, or center of the page
- Show and hide formatting symbols
- Change the line spacing for paragraphs
- Change the spacing before and after a paragraph
- Change paragraph indents

- Apply a border, shading, and shadows
- Create and customize bulleted and numbered lists

Format Pages

- Add a watermark to a page
- Create and format multiple columns
- Insert and modify tab stops
- Add dot leaders to tabs
- Modify page margins
- Modify page orientation
- Insert column and page breaks
- Align text on a page vertically

Edit Documents

- Search and replace words within a document
- Use the spelling and grammar checker
- Use the thesaurus to find synonyms
- Count the total words and characters in a document
- Correct errors while typing with AutoCorrect
- Customize AutoCorrect settings
- Ignore spelling and grammar suggestions

Insert Illustrations and other Elements

- Insert a picture from a file and the internet
- Resize a picture or graphic
- Move and align an image
- Modify picture styles
- Insert a shape
- Modify text wrap settings

Create and Format Tables

- Insert a blank table into a document
- Add or delete columns and rows
- Split or merge table cells
- Format table cells
- Enter or delete table data
- Apply a table style
- Align table data

Use Themes, Styles, and Templates

- Add or remove data in a control field
- Modify the theme font or color
- Apply heading styles to paragraphs
- Change the theme for a document

Manage References

- Insert a new citation source for a document
- Edit a citation to add a page number
- Insert a bibliography to a document
- Insert a footnote at the bottom of the page
- Modify footnote number format
- Modify citation style and data
- Insert and modify endnotes

Manage Headers, Footers, and Sections

- Add and remove data in a header or footer
- Change or restart page numbering
- Insert or remove headers and footers

Use Track Changes

- Accept or reject tracked changes

- Turn off Track Changes
- Restrict editing

Manage Document protection and accessibility

- Protect the document with a password
- Inspect the document for sharing
- Use the Document Inspector
- Run the accessibility checker
- Run and close the compatibility checker
- Set embed fonts and characters for a document

Microsoft Excel

Create and Manage Workbooks

- Open a workbook and enable editing
- Change workbook properties
- Save a workbook in various formats
- Rename worksheets
- Reorder and color worksheet tabs
- Import data from various formats

Organize and Enter Data

- Enter worksheet titles
- Freeze column and row titles and panes
- Enter or change text and numbers in cells
- Use the Copy, Cut, and Paste commands on cell ranges
- Rotate text
- Insert and delete rows and columns
- Add and remove worksheet headers and footers

- Hide and unhide rows and columns
- Insert new data between rows or columns
- Move data between worksheets

Change Properties and Print Worksheets

- Lock and unlock cells
- Protect worksheets and workbooks from changes
- Set and clear the print area for a worksheet
- Change worksheet margins
- Add print titles
- Print a particular section of worksheet data
- Include relevant worksheet properties in a printout

Format Cells

- Apply font style, size, and color changes to cells
- Merge and center a range of cells
- Apply number formatting to cells
- Enter and format dates
- Adjust column heights and widths (including AutoFit)
- Apply borders and border colors
- Apply the Word Wrap setting

Enter Simple Formulas

- Copy a formula using the fill handle
- Sum a column or row using AutoSum
- Calculate the MAX, MIN, AVERAGE, and MEDIAN of a data set
- Use arithmetic operations properly in formulas

Use Advanced Functions

- Enter a formula using absolute references
- Enter a formula using relative references

- Use the IF function
- Use COUNTIF, SUMIF, and AVERAGEIF
- Correct or ignore error messages as appropriate

Display Data in Charts

- Select a data source for a chart
- Create a pie and line charts
- Move a chart on a worksheet
- Resize a chart
- Modify chart style, types, and colors
- Add and change chart titles
- Add and remove chart legends
- Add and remove data labels

Organize Data in Tables

- Apply table styles
- Insert table rows and columns
- Sort a table
- Apply data bars for conditional formatting
- Conditionally format cells
- Add a table header
- Add banded rows or columns
- Create and collapse an outline
- Use VLOOKUP
- Modify table calculations
- Create and use a PivotTable
- Create a report

Microsoft PowerPoint

Create and Manage Presentations

- Create a presentation using a template
- Insert or delete slides
- Reorder slides
- Duplicate slides
- Save presentations in various formats
- Hide slides
- Add, remove, and rename sections

Format Textual Content

- Modify a bulleted list style within a placeholder
- Enter titles and content to a slide
- Add, delete, or modify text to a shape
- Apply shape styles to a shape
- Change fonts and font styles
- Change font colors and sizes
- Change line or paragraph spacing
- Enter, modify, or align text within a placeholder
- Modify a bulleted list style

Design Slides

- Change the presentation theme
- Use theme variants
- Apply font and color themes
- Change the size of slides
- Insert a fill or picture into the slide background
- Modify background transparency

- Insert a slide with a particular layout
- Align, order, and distribute objects

Use the Slide Master

- Insert a new slide master
- Insert and modify a slide master layout
- Modify text placeholders on a slide master
- Insert a picture or graphic into a slide master
- Copy and paste slide elements
- Insert the slide number and date into slide footers
- Insert and modify the background on a slide master
- Change color theme on a slide master

Format Illustrations, Tables, and Charts

- Enter, modify, and remove table data
- Merge table cells
- Apply table styles
- Apply table column and row styles
- Insert or delete table columns and rows
- Create a default line chart
- Enter and remove chart data
- Apply chart styles
- Convert a bulleted list into a SmartArt diagram
- Add and modify SmartArt

Format Pictures and Other Media

- Add pictures within content placeholders
- Apply picture styles
- Change the shape of a picture
- Format picture borders

- Insert videos
- Adjust video brightness and contrast
- Add and modify video playback options
- Resize an image or video
- Search for and add online photos
- Add a hyperlink to text
- Adjust image layers

Apply Animations and Transitions

- Apply, modify, or remove animation effects
- Modify animation timing
- Preview or change the sequence of animations
- Apply or modify slide transitions
- Modify the duration and timing of transitions

Deliver Presentations

- Check the spelling in presentations
- Ignore spell check corrections
- Deliver a slide show presentation
- Navigate a slide show in Presenter View
- Use presentation tools
- Add headers and footers to notes and handouts
- Format, preview, and print handouts