

Skills Correlations

Microsoft Office Specialist Word 365 Expert Certification (Exam MO-111)

Learn-by-Doing: Microsoft 365 - Word (Level 2) is 100% aligned to the skills assessed in Certiport's **Microsoft Office Specialist Word Expert Certification Exam**. The following includes the Objective Domains (skills) covered on the certification exam and the correlating lesson(s) in which the skills are taught.

Objective Domain (Skill)	Lesson Number
Manage Document Options and Settings	
Manage documents and templates	
Modify existing document templates	1.5
Manage document versions	1.2
Compare and combine multiple documents	1.3
Link to external document content	1.4
Enable macros in a document	4.4
Manage the Quick Access toolbar	1.1
Display hidden ribbon tabs	1.1
Change the Normal template default font	1.5
Prepare documents for collaboration	
Restrict editing	1.6
Protect documents by using passwords	1.6
Use and configure language options	
Configure editing and display languages	1.7
Use language-specific features	1.8
Use Advanced Editing and Formatting Features	
Find, replace, and paste document content	

Objective Domain (Skill)	Lesson Number
Find and replace text by using wildcards and special characters	2.1
Find and replace formatting and styles	2.1
Apply Paste Options	2.2
Configure paragraph layout options	
Configure hyphenation and line numbers	2.3, 2.4
Set paragraph pagination options	2.5
Create and manage paragraph, character, and table styles	
Create styles	2.6, 2.7
Modify styles	2.7
Copy styles to other documents or templates	2.7
Create Custom Document Elements	
Create and modify building blocks	
Create Quick Parts	3.1
Manage building blocks	3.1
Create custom design elements	
Create custom color sets	3.2
Create custom font sets	3.2
Create custom themes	3.2
Create custom style sets	2.6
Create and manage indexes	
Mark index entries	3.3
Create indexes	3.3
Update indexes	3.3
Create and manage tables of figures	
Insert figure and table captions	3.4
Configure caption properties	3.4

Objective Domain (Skill)	Lesson Number
Insert and modify a table of figures	3.4
Create and manage bibliographies	
Create and modify bibliography citation sources	3.5
Insert citations for bibliographies	3.5
Insert bibliographies	3.5
Use Advanced Word Features	
Manage forms, fields, and controls	
Add custom fields	4.1
Modify field properties	4.1
Insert standard content controls	4.2
Configure standard content controls	4.2
Create and modify macros	
Record simple macros	4.3
Name simple macros	4.3
Edit simple macros	4.4
Copy macros to other documents or templates	4.4
Perform mail merges	
Manage recipient lists	4.5
Insert merged fields	4.5
Preview merge results	4.5
Create merged documents, labels, and envelopes	4.5, 4.6, 4.7