

Tosa Skills Framework

Word 2019

Overview

Introduction to Tosa Skills Framework2

TOSA® (TEST ON SOFTWARE APPLICATIONS).....	3
TOSA SKILLS FRAMEWORK OBJECTIVE	3
UNIQUE TOSA SCORING	3
WORD DOMAINS AND SUBDOMAINS.....	4
ABOUT THE WORD CERTIFICATION	4

Level 1 – Beginner User.....6

OVERVIEW	7
----------------	---

Level 2 – Basic User8

ENVIRONMENT AND METHODS	9
PAGE LAYOUT AND FORMATTING.....	9
EDITING TOOLS	10
GRAPHIC OBJECTS AND TABLES	10
OVERVIEW	10

Level 3 – Productive User.....13

ENVIRONMENT AND METHODS	14
PAGE LAYOUT AND FORMATTING.....	14
EDITING TOOLS	15
GRAPHIC OBJECTS AND TABLES	15
OVERVIEW	16

Level 4 - Advanced User.....18

ENVIRONMENT AND METHODS	19
PAGE LAYOUT AND FORMATTING.....	19
EDITING TOOLS	20
GRAPHIC OBJECTS AND TABLES	20
OVERVIEW	21

Level 5 – Expert User.....23

ENVIRONMENT AND METHODS	24
PAGE LAYOUT AND FORMATTING.....	24
EDITING TOOLS	25
GRAPHIC OBJECTS AND TABLES	25
OVERVIEW	26

Introduction to Tosa Skills Framework

For Tosa Assessment and Certification

Tosa[®] (Test on Software Applications)

Tosa assessments and certifications will determine and validate a candidate's proficiency and skill level in software applications used in a professional environment. Tosa assessments and certifications are designed to validate individuals' digital skills (students, trainees, employees, or jobseekers) in supporting their employment, professional or academic objectives.

Tosa assessments and certifications employ the Adaptive Testing methodology, which creates a personalized testing experience adapted to a candidate's skill level for a selected software application. The score is based on the Item Response Theory using a 3-parameter logistic model, like the GMAT scoring method. Adaptive-based testing selects questions that challenge candidates to the limit of their knowledge and abilities.

Tosa Skills Framework Objective

This Tosa framework provides an overview of the subject areas being assessed during the Tosa Assessment and Certification exams. The Tosa validates candidate proficiency in the most popular professional Office software programs using a score on a scale from 0-1000 for the Certification Assessment, and a score divided into five levels, from "Beginner" to "Expert," for the Diagnostic Assessment.

The objective of this document is to present an overview of the technical skills associated with each of the four main Microsoft Word domains within each proficiency level. This information will also support educators and trainers in tailoring their training program to achieve desired proficiency levels.

Unique Tosa Scoring

The Tosa assessments and certifications are based on a unique score, divided into five levels.

- ranging from 1 to 1000 for the certification.
- divided into five levels, from Beginner to Expert, for assessment.

Tosa [®] levels	Corresponding Tosa [®] score	Certification status & documents issued
Expert	876 - 1000	Certification earned - diploma & Credly digital badge issued
Advanced	726 – 875	Certification earned - diploma & Credly digital badge issued
Productive	551 – 725	Certification earned - diploma & Credly digital badge issued
Basic	351 – 550	Certification earned – diploma issued
Beginner	1 – 350	Certification failed - certificate of completion issued

Word domains and subdomains

Environment/ Methods	<ul style="list-style-type: none"> ■ Knowing and customizing the display mode ■ Knowing and customizing the software environment ■ Using the basic functions of the software
Page Layout and Formatting	<ul style="list-style-type: none"> ■ Applying formatting options to texts with fonts ■ Using layout tools on paragraphs ■ Creating, handling, and customizing styles in documents ■ Using layout options
Editing Tools	<ul style="list-style-type: none"> ■ Using and handling automation tools in documents ■ Using entry-aid tools ■ Managing selection and displacement in a document ■ Inserting and customizing references in documents
Graphic Objects and Tables	<ul style="list-style-type: none"> ■ Using graphic objects tools ■ Managing tables ■ Inserting and modifying graphic objects

About the Word certification

The Tosa Word Certification relies on a database of more than 300 questions. It is composed of 35 questions and lasts 1 hour. The algorithm adapts to each answer of the candidates to adjust the difficulty level of the questions until they reach the exact definition of the candidates' level by calculating the limit of their high skills.

Since the test is adaptive, the series of questions that each candidate gets is unique for each test. This uniqueness allows for a more accurate evaluation of the candidate's level. It also limits cheating and the memorization of questions on different passages.

Our platform allows individuals to take the certification in class, in an approved testing center, or remotely via our integrated asynchronous online proctoring solutions.

Our remote proctoring solutions provide added flexibility for both the administrator and the candidate, allowing the certification exam to be taken anywhere, at any time. The candidate only needs an internet connection and a computer equipped with a working webcam and microphone.

Candidates receive a numeric score out of 1000 points associated to a proficiency level on a five-level scale. Candidates who score between 1 and 350 points don't earn the certification. They will not receive a diploma but a certificate of completion. Candidates who score 351 points or above earn the certification. They will receive a diploma by email within five (5)

business days. If candidates score 551 points or above, they will also be eligible to a Credly digital badge. There is no requirement to be eligible to take the exam, but our recommendations to be well prepared on exam day are:

- Take at least one Tosa Word adaptive assessment to estimate your level and get familiar with the test format
- Use free practice tests on our website for training
- Follow e-learning or training courses (average duration per level is between 10 and 15 hours per certification so around 150 hours total)

Tosa certification diplomas are valid for three years from the date of issue as skill levels evolve or decline over time, depending on the use of the software. New software and software versions are released every year, and skills must be updated. We cannot legitimately certify a digital skills level for more than three years. Limiting the certification validity reinforces the need for life-long learning and professional development.

Tosa certifications can be retaken when it is expired. Earners willing to improve their score and level can also retake the exam at any time.

Level 1 – Beginner User

Between 1 and 350 points

The Beginner Proficiency is set for a score from 1 to 350, which is the lowest Tosa score category. Achievement of Beginner score defines little or limited knowledge of the Word application, including the application's basic functions and features, highlighting the inability to use the application in a professional environment.

Overview

Domain	Skills Assessed
Environment/ Methods	<ul style="list-style-type: none">✎ Open Word and open a document✎ Select text within a document✎ Save a document✎ Identify the ribbon tabs
Page Layout and Formatting	<ul style="list-style-type: none">✎ Change font✎ Change font size✎ Change text color✎ Format text in bold or italics✎ Underline text
Editing Tools	<ul style="list-style-type: none">✎ Cut, copy, and paste text✎ Use bullets (circles or numbers)✎ Convert lowercase to uppercase
Graphics Objects and Tables	<ul style="list-style-type: none">✎ Insert a picture in a document✎ Insert a shape in a document✎ Insert a table in a document

Level 2 – Basic User

Between 351 and 550 points

*Prior to the acquisition of the skills of the Basic level, the candidate will have mastered the skills of the Beginner level.

Environment and Methods

Interface

Candidates demonstrate a basic knowledge of the Word environment. They know how to open the Word application and are familiar with the options available on the interface ribbon, the status bar, and the Quick Access Toolbar. They can open, save, and print a document.

Methods

Basic users can move around a document and go to a specific page. They know how to use the zoom feature and how to undo and redo an action using the corresponding keyboard shortcuts.

Business application: For example, for an administrative assistant, these skills allow them to consult, record and even create new administrative documents such as meeting minutes.

Page Layout and Formatting

Text formatting

Candidates can use most of the tab formatting buttons. This includes choosing different font types, changing the size of characters and text attributes (bold, italic, underline, highlighting), as well as text case. They can format text as superscript and subscript.

Paragraph formatting

Basic users know how to apply a predefined style to a paragraph and apply a predefined format to an entire document. They manage the alignment of paragraphs (left, centered, right, justified). They can increase and decrease text indentation using the buttons in the Paragraph group.

Layout and preview before printing

The basic level requires knowing how to choose a paper format; it also requires knowing how to display the Print Preview mode to get an overview of a document.

Business application: For example, for an administrative assistant profile, be able to format an administrative document to make it easier to read and understand.

Editing Tools

Entering and editing text

Basic users can copy, cut, and paste text and use the Format Painter tool to duplicate formatting.

Paragraphs

Candidates can insert a bulleted or numbered list.

Finding text in a document

Candidates can smoothly go to a specific page. They can perform a simple Find/Replace operation. They can view document statistics (number of pages, number of words, number of symbols).

Business application: For example, on an administrative assistant profile, these skills allow the use of editing tools to modify and work on a document.

Graphic objects and tables

Inserting a table, working with cells




Basic users can insert a table and enter text in cells. They can also insert and delete table rows and columns.

























Inserting and positioning graphic objects

Inserting a graphic object (a shape or image) as well as resizing it with the sizing handles are skills acquired. Candidates also know how to position objects on the page using the layout option button or via the Arrange Group button.

Business application: For example, for an administrative assistant, these skills allow them to insert simple illustrations and tables into your Word documents to complete and illustrate their administrative documents.

Overview

Domain	Skills Assessed
Environment/ Methods	Interface: <ul style="list-style-type: none">  Identify the Quick Access toolbar and the status bar  Identify the most common tabs and their main functions (File, Home, Insert, Create, Page Layout)  Select all the text of a document

	<p>Methods:</p> <ul style="list-style-type: none">  Create a document  Save and print a document  Use the zoom  Move within the pages of a document  Cancel and restore an action
Page Layout and Formatting	<p>Text formatting:</p> <ul style="list-style-type: none">  Modify text attributes (bold, italic, underline...)  Change font size or text case  Make text superscript or subscript  Change font and text highlighting colors <p>Paragraph formatting:</p> <ul style="list-style-type: none">  Use text alignment (left, center, right, justified)  Change the line spacing  Adjust paragraph spacing  Apply popular styles <p>Layout and Preview before printing:</p> <ul style="list-style-type: none">  Print preview
Editing Tools	<p>Entering and editing text:</p> <ul style="list-style-type: none">  Move text  Cut, copy, and paste text  Insert special characters  Copy formatting  Change the case <p>Indentation of paragraphs:</p> <ul style="list-style-type: none">  Use simple bullet points and numberings <p>Finding text in a document:</p> <ul style="list-style-type: none">  Use the Find box tool  Go to a specific page of a document  Review a document's statistics <p>Spelling corrector:</p> <ul style="list-style-type: none">  Identify the correction suggestions

Graphics Objects and Tables

Inserting a table, working with cells:

- ✎ Create a table
- ✎ Input text in a table
- ✎ Move throughout the table
- ✎ Select, insert, delete, and move rows and columns

Inserting and positioning graphic objects:

- ✎ Insert an image
- ✎ Insert a simple form
- ✎ Resize and position a graphic object

Level 3 – Productive User

Between 551 and 725 points

Prior to the acquisition of the skills of the Productive level, the candidate will have mastered the skills of the Basic level.

Environment and Methods

Navigation in Word

Candidates move quickly from one page to another to reach a given page. They are also able to display the navigation pane to move faster within a document.

Saving and printing documents

Productive users can save a document in PDF format and know the rules of compatibility between documents from previous or later versions of the software. They master most printing options. They can print all or part of a text, specify the printing of even or odd pages and choose a printing format (A4, Letter, etc.). They can also insert a header or a footer.

Business application: For example, for a secretary profile, these skills allow them to consult, create but also navigate within administrative documents while mastering the display and saving modes. The secretary can print documents for sharing with colleagues or for archiving.

Page Layout and Formatting

Fundamentals

Candidates have a good knowledge of most of the formatting commands on the Home tab. They can apply different fonts and change text case (including toggle case), using strikethrough text. They can apply different underline styles, apply a predefined font style, and enhance titles.

Paragraph formatting

Productive users know how to change character spacing and increase or decrease paragraph spacing. They apply indentation and set tab stops with ease. They can add a border (lower, upper, left, right, outside, inside) and apply a shading to paragraphs.

Page layout

The productive level requires a good command of the tools for layout of a document. Candidates can explore and open the various predefined models of Word documents. They can change the orientation (portrait, landscape) and margins of a document by opting for the different predefined margins, and they also know how to structure text into columns. They can insert page breaks and page borders. They know how to manage word cuts at the end of the line, by activating or disabling the option Avoid Widows and Orphans.

Business application: For example, on a secretary's profile, these skills allow them to customize the layout of a document to make the most of it and manage its appearance.

Editing Tools

Reviewing and editing a document

Candidates can use Word's simple review functions like tracking, inserting, accepting, and rejecting revision marks, and Show/Hide Markup. They know how to display non-printing characters. They master the automatic verification tool for spelling and grammar. They can change the spellchecker language. They can use the Thesaurus tool and the Find and Replace functions.

Document references

Candidates can add or delete simple references to and from a document such as page numbers, headers and footers, footnotes, or endnotes. They can insert a table of contents and update it automatically.

Automatic correction options tools

Candidates can create simple personal automatic corrections and manage options when typing.

Business application: For example, on a secretary's profile, these skills can be used to check and correct the spelling of a text, but also to annotate and structure it to make it easier to share with colleagues.

Graphic objects and tables

Tables

Productive users demonstrate a good proficiency in table editing and formatting, and tables styles. They can format table cells, and merge or split cells. They can also add table borders, align cells, and change the width or height of rows and columns. They are familiar with the automatic column width adjustment tool. They can also add a header or total row. They know how to set tab stops in a table.

Manipulating graphic objects

Candidates can insert all the Word-compatible graphic objects- pictures, photos, shapes, SmartArt, and OLE objects from other Office applications. They can select and reposition them within a document and create simple drawing canvas using Word's shapes. They can insert a legend.

Business application: For example, on a secretary's profile, these skills allow the use of graphic objects and tables and their insertion within documents without compromising the formatting of the text.

Overview

Domain	Skills assessed
Environment/ Methods	<p>Navigation in Word:</p> <ul style="list-style-type: none"> Master most common tabs and their functions (References, Review, View) Use the navigation pane <p>Saving and printing documents:</p> <ul style="list-style-type: none"> Recognize different modes of display and views Use Play mode View two documents side by side Activate the scroll Set print parameters Save a PDF
Page Layout and Formatting	<p>Fundamentals:</p> <ul style="list-style-type: none"> Know the commands of the Home tab Apply different fonts and change text case Apply different underline styles Apply a predefined font style Enhance titles <p>Paragraph formatting:</p> <ul style="list-style-type: none"> Identify non-printing characters Change character spacing Use indentation and tabs (including adding leaders) Manage borders and shading Use text effects <p>Page layout:</p> <ul style="list-style-type: none"> Use existing document templates and themes Change document orientation Change margins Split the text into columns Control pagination, and widows and orphans) Insert a page break Change page borders
Editing Tools	<p>Reviewing and editing a document:</p> <ul style="list-style-type: none"> Manage revision marks (track changes, accept, reject changes) Replace text Find specific text or formatting Perform a Paste Special operation Use the replacement feature Open PDF documents

	<p>Document references:</p> <ul style="list-style-type: none">✎ Insert page numbers✎ Insert headers and footers✎ Insert footnotes and endnotes✎ Create a Table of Contents automatically <p>Automatic Correction Options Tools:</p> <ul style="list-style-type: none">✎ Create simple personal automatic corrections, manage options when typing
Graphics Objects and Tables	<p>Tables:</p> <ul style="list-style-type: none">✎ Use table styles✎ Use cell formatting✎ Merge and split table cells✎ Use table tabulation✎ Add/delete column headers✎ Change borders and cell alignment✎ Insert a legend <p>Manipulating graphic objects:</p> <ul style="list-style-type: none">✎ Insert OLE objects✎ Insert object images and pictures✎ Insert a SmartArt

Level 4 - Advanced User

Between 726 and 875 points

Prior to the acquisition of the skills of the Advanced level, the candidate will have mastered the skills of the Productive level.

Environment and Methods

Customizing the environment and display

Candidates can customize the application interface by creating new tabs and/or hiding those that are less useful to them. They can display the Developer tab, customize the Quick Access Toolbar, and program keyboard shortcuts. They know how to show/hide the ruler, gridlines, and thumbnails.

Backstage mode and file formats

Advanced users have an advanced knowledge of the File tab: they manage their files and related data. They can search for metadata or hidden information and set file options. They can access recent documents' history and pin documents to the Recent Document list. They know how to share documents with different formats.

Business application: For example, for a journalist, these skills allow them to use their documents when writing articles and to share them in the right format with their various colleagues.

Page Layout and Formatting

Editing tools

The advanced level requires using advanced formatting tools, applying drop caps, editing themes and style sets, and inserting dummy text.

Managing long document in Outline View

Candidates know how to work in Outline View to best manage long documents. This includes creating a master document and adding subdocuments. They can also change heading levels and text formatting in Outline View.

Page layout

Candidates have thorough proficiency in the layout tools, including inserting a cover page, adding a document background, configuring page color and page borders, and inserting a watermark.

Business application: For example, on a journalist's profile, these skills allow them to format their article as well as his/her page layout in order to structure and organize their text.

Editing Tools

References in a long document

Candidates can insert and edit a bibliographic citation, an index, bookmarks, cross-references, hyperlinks, and footnotes. They can customize footnotes and manage pagination options (even and odd page headers).

Correcting and translating a document

At the advanced level, candidates must demonstrate a solid command of Word correction and translation tools and the Track Changes feature. They manage the different markup views (“Final: Show Markup”, “Final”, “Original: Show Markup”, “Original”). They know how to insert and manage comments. They can insert and edit document comments and can configure Translate tool and Mini-Translator options.

Business application: For example, on a journalist's profile, these skills allow them to translate their article, correct it, but also to structure it (table of contents, index, etc.) and consolidate it (bibliography, notes, table of illustrations, etc.)

Graphic objects and tables

Tables and their layout

Candidates can insert and manage any type of table, including a table from Excel. They master all the table style options (header, total, and banded rows; first, last, and banded columns). They can perform a calculation within a table and insert formulas.

Editing an image or graphic object

Advanced users master advanced tools for retouching and editing graphic objects. They are familiar with the various image cropping options (crop to shape, crop height or length). They can retouch and resize an image, rotate an object, remove the background of an image, or restore it in its original version. They can also adjust its brightness or colors and apply artistic effects and customize a shape via its edit points and manage text wrapping around a graphic object.

Illustrate a text with graphic objects

Candidates can insert all types of graphic objects into a document and know how to best use them to enhance a document appearance. They manage all functions of SmartArt. They can group objects, use text wrapping, or enter text in a shape. They know how to capture a screenshot.

Business application: For example, on a journalist's profile, these skills allow them to manage graphic objects and tables. They know how to modify them and use the tools at their disposal to customize and modify them.

Overview

Domain	Skills assessed
Environment/ Methods	<p>Customizing the environment and display</p> <ul style="list-style-type: none"> Master the Word interface and window Manage the Outline View Make perfect use of the navigation pane and Outline View <p>Backstage mode and file formats:</p> <ul style="list-style-type: none"> Save files in various formats Share a document in various ways Manage files created in different versions of Word Identify Word file extensions <p>Automating tasks:</p> <ul style="list-style-type: none"> Run recorded macros Use AutoText
Page Layout and Formatting	<p>Editing tools:</p> <ul style="list-style-type: none"> Manage multi-level lists Create drop caps Use themes and style sets Use dummy text Edit styles <p>Managing long documents in Outline View:</p> <ul style="list-style-type: none"> Create a master document and add subdocuments Change heading levels in the Outline View Develop and reduce the titles in the body of the document Master pagination options <p>Page layout:</p> <ul style="list-style-type: none"> Alternate page orientation Add line numbers Edit footnotes Add a cover page Save and re-use headings Insert of a watermark

Editing Tools	<p>References in a long document:</p> <ul style="list-style-type: none"> ✎ Use the advanced table of contents options ✎ Create a bibliography ✎ Create an index ✎ Create a table of figures ✎ Add bookmarks ✎ Add cross-references ✎ Insert hyperlinks ✎ Insert notes <p>Correcting and translating a document:</p> <ul style="list-style-type: none"> ✎ Set up the spelling and grammar checker options ✎ Perform a Fuzzy Lookup ✎ Use the Mini-Translator ✎ Configure translation options
Graphics Objects and Tables	<p>Tables and their layout:</p> <ul style="list-style-type: none"> ✎ Perform calculations with tables ✎ Insert an Excel table ✎ Use table style options (header, total, banded rows) <p>Editing an image or graphic object:</p> <ul style="list-style-type: none"> ✎ Retouch and resize an image ✎ Edit points in a shape ✎ Rotate an object ✎ Delete an image background ✎ Use advanced cropping ✎ Restore the original size of an image <p>Illustrate a text with graphic objects:</p> <ul style="list-style-type: none"> ✎ Manage SmartArt ✎ Group objects ✎ Use text wrapping ✎ Enter text in a shape ✎ Use image positioning tool ✎ Capture a screenshot

Level 5 – Expert User

Between 876 and 1000 points

Prior to the acquisition of the skills of the Expert level, the candidate will have mastered the skills of the Advanced level.

Environment and Methods

Customizing the interface and display

Candidates master the Word interface environment. They thoroughly know all the ribbon tabs and all their features and functions, including mail merge, the various Word views, and Outline view. They also master the Backstage view, the Quick Access Toolbar.

They can set tab stops and have expert knowledge of the numerous “Save” options such as AutoSave, and printing options like setting page color and printing several document pages on a single sheet of paper. They are perfectly familiar with the Developer tab, can create complex macros, can use many file extensions such as .dox, .docm, .dotm, and .dotx.

Sharing and protecting a file

Candidates can manage all file protection options and are familiar with the “Mark as Final” and “Encrypt with Password” features. They can also restrict document editing (formatting restrictions, editing restrictions, start enforcement), and restrict who may edit a document. They master the PDF format whether it is reading or recording.

Business application: For example, for an executive assistant, mastery of the Word environment and its tools allows them to customize their display in order to control all the options and tools useful in the production and management of their documents.

Page Layout and Formatting

Formatting

Expert users have complete proficiency of all the page layout tools, even the most specific ones. Candidates know how to manage font themes and can customize them, applying special effects to text and Word and Quick Styles. They can also import styles from one document into another, create a list style and use the Style Inspector. They exploit the most specific font options, such as the application of a hidden font, or the options related to OpenType fonts.

Page layout

Candidates have an expert use of section jumps. They can create and format a section. They know how to customize a table of materials, manage with ease all the options of the headers and page footers as well as the watermark. They can create an indexing file. They also master all pagination options and can rotate a text.

Business application: For example, on an executive assistant profile, these skills allow them to format and layout a Word document in order to write letters, reports, summary notes, etc. whose form is adapted to the recipient(s).

Editing Tools

Complex editing tools

Candidates master the review and reference functions. They use the most advanced Paste Special options and can create an exclusion dictionary. Candidates display a thorough mastery of Track Changes and its numerous options as well as all types of tables and references.

Perform a mail merge

Expert users can perform a mail merge and create a main source document, recipients list, or import a pre-existing list from Word or Excel. They can select and sort a recipients list based on criteria, insert merge fields, perform the merge, and create mailing labels and undertake calculations based on mail merge fields.

Business application: For example, for an executive assistant profile, the mastery of editing tools allows the organization, structuring and exploitation of documents.

Graphic objects and tables

Managing graphic objects and tables

Candidates have an exhaustive knowledge of graphic objects and tables, displaying a strong proficiency in the Selection and Visibility Pane. They understand anchors and their use in repositioning a graphic object or attaching it to a paragraph. They can easily manipulate shapes (notably flowcharts, stars, and banners), callouts, and use connectors and drawing options.

QuickParts and forms

The advanced level requires mastering Quick Parts building blocks, creating reusable content such as AutoText, document properties, and fields. Users can use the Building Blocks Organizer, create their own building blocks, and create a form with a dropdown list and prepare it for distribution. They can use ActiveX.

Business application: For example, for an executive assistant profile, these skills enable them to master the insertion, modification and use of graphic objects and tables. They know how to use retouching tools and masters the different contents.

Overview

Domain	Skills assessed
Environment/ Methods	Customizing the interface and display: <ul style="list-style-type: none"> ✎ Customize the Quick Access toolbar ✎ Customize the ribbon ✎ Manage thoroughly the various Word views Sharing and protecting a file: <ul style="list-style-type: none"> ✎ Save from the developer tab ✎ Protect and secure a shared document ✎ Protect a document with a password ✎ Merge and compare documents
Page Layout and Formatting	Formatting: <ul style="list-style-type: none"> ✎ Edit a document template ✎ Customize footnotes ✎ Use the hidden font effect ✎ Master OpenType font options ✎ Use the Style Inspector Page layout: <ul style="list-style-type: none"> ✎ Insert a watermark on a single page ✎ Apply special effects ✎ Create and format section differentiated headers and page footers ✎ Expertly use page breaks, columns, and section jumps, and multicloning options ✎ Create and manage links between text zones
Editing Tools	Complex editing tools: <ul style="list-style-type: none"> ✎ Customize the table of contents ✎ Manage the expert “find” operation ✎ Create and use any type of building blocks (page headers, cover pages, tables, text areas, etc.) ✎ Use of the ExcludeDictionnaryEN140c.lex ✎ Create Quick Part content ✎ Create a list style ✎ Import styles from another document ✎ Insert manage fields ✎ Know everything related to automatic corrections, including Auto-Math Perform a mail merge: <ul style="list-style-type: none"> ✎ Create a main document

	<ul style="list-style-type: none">✎ Create a recipients list or use a pre-existing Word or Excel a recipients list✎ Select and sort mail merge recipients based on criteria✎ Insert merge fields✎ Perform the merge✎ Create mail merge labels
Graphics Objects and Tables	<p>Managing graphic objects and tables:</p> <ul style="list-style-type: none">✎ Master Graphic object anchors✎ Use connectors✎ Use the Selection and Visibility pane✎ Manage thoroughly the image retouching tools✎ Manage thoroughly the building blocks✎ Master drawing areas <p>QuickParts and forms:</p> <ul style="list-style-type: none">✎ Manage thoroughly the Quick Parts gallery and building blocks✎ Create a dropdown list in a template✎ Create and manage formulas✎ Use of ActiveX controls

