

MOS Study Guide

Joan Lambert



EXAM MO-100
Microsoft
Word



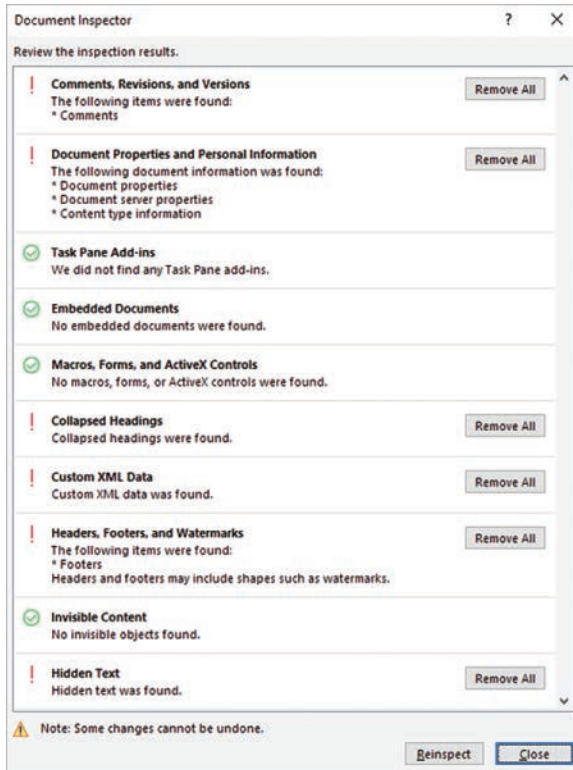
MOS Study Guide for Microsoft Word Exam MO-100

Joan Lambert



Microsoft Office Specialist
Exam MO-100

The Document Inspector offers to remove the content generating the issues that it locates but doesn't specifically identify that content within the document. You can opt to remove or retain any category of content. You might want to keep some types of content and review them individually.



The Document Inspector provides pass/fail results for each category you choose

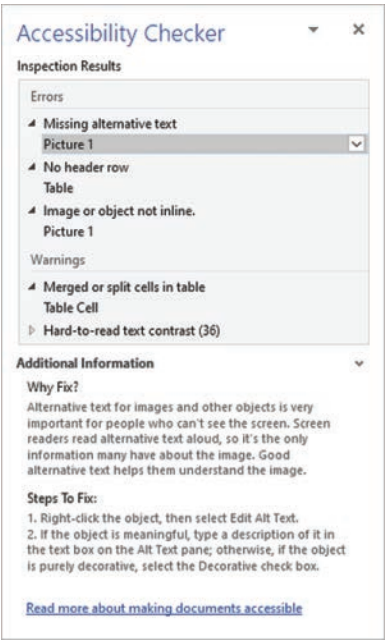
The Accessibility Checker identifies document elements and formatting that might be difficult for people with certain kinds of disabilities to read or for assistive devices such as screen readers to access. These issues are divided by decreasing severity into three classifications: Errors, Warnings, and Tips.

In Word documents, the Accessibility Checker inspects content to ensure that it meets the criteria shown in the following table.

Error rules	Warning rules	Tip rules
All nontext content has alternative text Tables specify column header information Image or object is inline with text Document access is not restricted	Sufficient contrast between text and background	Layout tables are structured for easy navigation Documents use heading styles

See Also For detailed information about Accessibility Checker rules, go to support.office.com/en-us/article/rules-for-the-accessibility-checker-651e08f2-0fc3-4e10-aaca-74b4a67101c1 (or go to support.office.com and search for “Accessibility Checker rules”). For more information about designing documents for accessibility, display the Accessibility Checker pane, and then click the Read More link at the bottom of the pane.

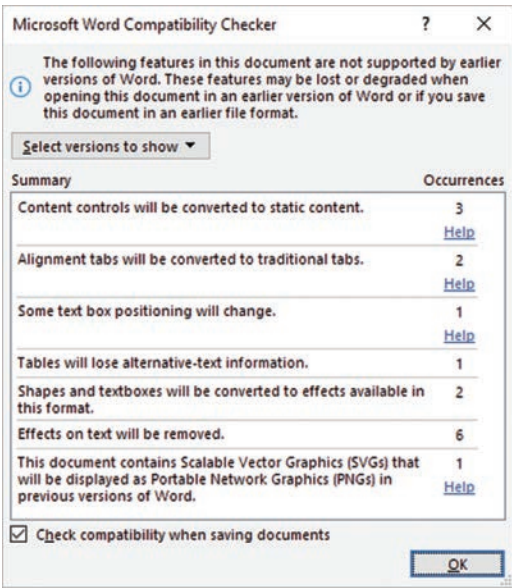
From the Accessibility Checker pane, you can select any issue to display information about why it might be a problem and how to fix it. You can leave the Accessibility Checker open while you work—its contents will automatically update to indicate the current issues.



The Accessibility Checker pane provides links directly to possible issues

Tip After you run the Accessibility Checker, Word also displays information about document content issues in the Inspect Document area of the Info page of the Backstage view.

The Compatibility Checker identifies formatting and features that aren't supported or won't work as expected in Word 2010 and earlier versions. Fixing these issues ensures that the appearance and functionality of the document will be consistent for all readers.



The Compatibility Checker identifies document content that will not display or function as expected in an earlier version of Word

The following table identifies Word 2019 document content features that aren't supported in earlier versions of Word.

Unsupported in Word 2010	Unsupported in Word 2007	Unsupported in Word 2003 and earlier
<ul style="list-style-type: none">▪ Headings that are collapsed by default▪ Threaded comments and comments marked as Done▪ Customized footnote columns▪ Web video▪ Apps for Office▪ Repeating section content controls and XML mappings on rich-text content controls	<p>All features unsupported in Word 2010, and:</p> <ul style="list-style-type: none">▪ Numbering formats, shapes, text boxes, and WordArt effects introduced in Word 2010 or later▪ Text effects▪ Alternative text assigned to tables▪ OpenType features▪ Blocking authors▪ Check box content controls	<p>All features unsupported in Word 2007, and:</p> <ul style="list-style-type: none">▪ Themes▪ Major/minor fonts▪ Tracked moves▪ Alignment tabs▪ SmartArt graphics▪ Office 2007 charts▪ Open XML Embedded objects▪ Building blocks and AutoText entries▪ Linked bibliographies and citations▪ Live equations▪ Relative positioning of text boxes

To locate and remove hidden properties and personal information

1. Save the document, and then display the **Info** page of the Backstage view.
2. In the **Inspect Document** area of the **Info** page, click the **Check for Issues** button, and then click **Inspect Document** to open the Document Inspector dialog box, which lists the items that will be checked.
3. Clear the check boxes for any groups of properties you don't want to check for, and then click **Inspect** to display a report on the presence of the properties you selected.

In addition to the basic properties that are displayed in the Properties section of the Info page, the inspector might return information on headers and footers and custom XML data.

4. Review the results, and then click the **Remove All** button for any category of information that you want to remove.

Tip You can choose to retain content identified by the Document Inspector if you know that it is appropriate for distribution.

5. In the **Document Inspector** dialog box, click **Reinspect**, and then click **Inspect** to verify the removal of the properties and other data you selected.
6. When you're satisfied with the results, close the **Document Inspector** dialog box.

To locate and correct accessibility issues

1. On the **Info** page of the Backstage view, click the **Check For Issues** button, and then click **Check Accessibility** to run the Accessibility Checker.
2. In the **Accessibility Checker** pane, review the inspection results and make any changes you want to the document.
3. When you are done, do either of the following:
 - Click the **X** in the upper-right corner of the **Accessibility Checker** pane to close the pane.
 - Leave the pane open to continue checking for accessibility issues as you work with the document.

To locate and correct compatibility issues

1. On the **Info** page of the Backstage view, click the **Check for Issues** button, and then click **Check Compatibility**. The window immediately displays any formatting or features in the document that aren't compatible with Word 97–2003, Word 2007, or Word 2010.
2. To refine the list, click **Select versions to show** and then click **Word 97–2003**, **Word 2007**, or **Word 2010** to select or clear the version from the compatibility requirements. Selected versions are indicated by check marks preceding the version.
3. Review the issue description and note the number of instances of the issue within the document. Some issues include a Help link to additional information.
4. Locate the named element by searching or scanning the document, and then remove or modify it to meet the compatibility requirements.
5. When you finish, click **OK** to close the Compatibility Checker.

Objective 1.4 practice tasks

The practice file for these tasks is in the **MOSWord2019\Objective1** practice file folder. The folder also contains a result file that you can use to check your work.

- Open the **Word_1-4** document, review its content, and then do the following:
 - ☐ Inspect the document for hidden properties or personal information.
 - ☐ Remove the comments and hidden text located by the document inspector. Do not remove other issues that it identifies.
 - ☐ Inspect the document for accessibility issues.
 - ☐ From the Recommended Actions menus, mark *Picture 1* and *Picture 2* as decorative.
 - ☐ From the Recommended Actions menu, display the *Box* in line with the text.
 - ☐ Inspect the document for compatibility issues. Note the types of issues found by the inspector.
- Save the **Word_1-4** document. Open the **Word_1-4_results** document and compare the two documents to check your work. Then close the open documents.