MOS Word 2016 (Exam 77-725)

Objective Domain

1. **Creating and Manage Documents**

    1.1. Create a Document.

    1.2. Navigate through a Document.

    1.3. Format a Document.

    1.4. Customize Options and Views for Documents.

    1.5. Print and Save Documents.

2. **Format Text, Paragraphs, and Sections**

    2.1. Insert Text and Paragraphs.

    2.2. Format Text and Paragraphs.

    2.3. Order and Group Text and Paragraphs.

3. **Create Tables and Lists**

    3.1. Create a Table.

    3.2. Modify a Table.

    3.3. Create and Modify a List.

4. **Create and Manage Simple References**

    4.1. Create and Manage Reference Markers.

    4.2. Create and Manage Simple References.

5. **Insert and Format Graphic Elements**

    5.1. Insert Graphic Elements.

    5.2. Format Graphic Elements.

    5.3. Insert and Format SmartArt Graphics.