

MOS Word Expert 2016 (Exam 77-726)

Objective Domain

1. Manage Document Options and Settings

- 1.1. Manage Documents and Templates.
- 1.2. Prepare Documents for Review.
- 1.3. Manage Document Changes.

2. Design Advanced Documents

- 2.1. Perform Advanced Editing and Formatting.
- 2.2. Create Style.

3. Create Advanced References

- 3.1. Create and Manage Indexes.
- 3.2. Create and Manage References.
- 3.3. Manage Forms, Fields, and Mail Merge Options.

4. Create Custom Work Elements

- 4.1. Create and Modify Building Blocks, Macros, and Controls.
- 4.2. Create Custom Style Sets and Templates.
- 4.3. Prepare a document for Internationalization and Accessibility.