

Word Expert 2016: Creating Documents for Effective Communication Exam 77-726

Expert-level candidates for the Microsoft Word 2016 exam proficiently use the advanced features of Word 2016 for document and content management, and advanced formatting.

Candidates will create and manage professional documents of four pages or more for a variety of specialized purposes and situations. They will customize their Word environments to meet project needs, and to enhance productivity. Examples of expert-level documents include a business plan, a research paper, a book, a specialized brochure, and a mass mailing. Candidate roles may include editors, project managers, business information workers, educators and others.

MOS 2016 certification exams introduce a new performance-based format for improved testing of a candidate's knowledge, skills and abilities using the MOS 2016 programs:

- MOS 2016 exam task instructions generally do not include the command name as in previous versions. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The MOS 2016 exam format incorporates multiple projects.

Objective Domains

Manage Document Options and Settings

- 1.1 Manage Documents and Templates**
 - 1.1.1 Modify existing templates
 - 1.1.2 Copy custom styles, macros, and building blocks to other documents or templates
 - 1.1.3 Manage document versions
 - 1.1.4 Compare and combine multiple documents
 - 1.1.5 Link to external document content
 - 1.1.6 Enable macros in a document
 - 1.1.7 Display hidden ribbon tabs
 - 1.1.8 Change the application default font
- 1.2 Prepare Documents for Review**
 - 1.2.1 Restrict editing
 - 1.2.2 Mark a document as final
 - 1.2.3 Protect a document with a password
- 1.3 Manage Document Changes**
 - 1.3.1 Track changes
 - 1.3.2 Manage tracked changes
 - 1.3.3 Lock or unlock tracking
 - 1.3.4 Add comments
 - 1.3.5 Manage comments

Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

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Design Advanced Documents

- 2.1 Perform Advanced Editing and Formatting**
 - 2.1.1 Find and replace text by using wildcards and special characters
 - 2.1.2 Find and replace formatting and styles
 - 2.1.3 Set advanced page setup layout options
 - 2.1.4 Link text boxes
 - 2.1.5 Set paragraph pagination options
 - 2.1.6 Resolve style conflicts by using Paste Options
- 2.2 Create Styles**
 - 2.2.1 Create paragraph and character styles
 - 2.2.2 Modify existing styles

Create Advanced References

- 3.1 Create and Manage Indexes**
 - 3.1.1 Mark index entries
 - 3.1.2 Create indexes
 - 3.1.3 Update indexes
- 3.2 Create and Manage References**
 - 3.2.1 Customize a table of contents
 - 3.2.2 Insert and modify captions
 - 3.2.3 Create and modify a table of figures
- 3.3 Manage Forms, Fields, and Mail Merge Operations**
 - 3.3.1 Add custom fields
 - 3.3.2 Modify field properties
 - 3.3.3 Perform mail merges
 - 3.3.4 Manage recipient lists
 - 3.3.5 Insert merged fields
 - 3.3.6 Preview merge results

Create Custom Word Elements

- 4.1 Create and Modify Building Blocks, Macros, and Controls**
 - 4.1.1 Create QuickParts
 - 4.1.2 Manage building blocks
 - 4.1.3 Create and modify simple macros
 - 4.1.4 Insert and configure content controls
- 4.2 Create Custom Style Sets and Templates**
 - 4.2.1 Create custom color sets
 - 4.2.2 Create custom font sets
 - 4.2.3 Create custom themes
 - 4.2.4 Create custom style sets
- 4.3 Prepare a document for Internationalization and Accessibility**
 - 4.3.1 Configure language options in documents
 - 4.3.2 Add alt-text to document elements
 - 4.3.3 Manage multiple options for +Body and +Heading fonts
 - 4.3.4 Utilize global content standards

MOS Excel Expert 2013 - Part 1

Objective Domain

1.0 Manage and Share Workbooks

1.3 Manage Workbook Changes

This objective may include but is not limited to: tracking changes, managing comments, identifying errors, troubleshooting with tracing, displaying all changes, retaining all changes

2.0 Apply Custom Formats and Layouts

2.2 Apply Advanced Conditional Formatting and Filtering

This objective may include but is not limited to: writing custom conditional formats, using functions to format cells, creating advanced filters, managing conditional formatting rules

2.4 Prepare a Workbook for Internationalization and Accessibility

This objective may include but is not limited to: modifying Tab order among workbook elements and objects, displaying data in multiple international formats, modifying worksheets for use with accessibility tools, utilizing international symbols, managing multiple options for +Body and +Heading fonts

3.0 Create Advanced Formulas

3.2 Look Up Data with Functions

This objective may include but is not limited to: utilizing the LOOKUP function, utilizing the VLOOKUP function, utilizing the HLOOKUP function, utilizing the TRANSPOSE function

3.3 Apply Advanced Date and Time Functions

This objective may include but is not limited to: utilizing the NOW and TODAY functions, using functions to serialize dates and times

4.0 Create Advanced Charts and Tables

4.1 Create Advanced Chart Elements

This objective may include but is not limited to: adding trendlines to charts, creating dual axis charts, creating custom chart templates, viewing chart animations

4.2 Create and Manage PivotTables

This objective may include but is not limited to: creating new PivotTables, modifying field selections and options, creating a slicer, grouping records, utilizing calculated fields, formatting data, utilizing PowerPivot, managing relationships

MOS Excel Expert 2013 - Part 2

Objective Domain

1.0 Manage and Share Workbooks

1.1 Manage Multiple Workbooks

This objective may include but is not limited to: modifying existing templates, merging multiple workbooks, managing versions of a workbook, copying styles from template to template, copying macros from workbook to workbook, linking to external data

1.2 Prepare a Workbook for Review

This objective may include but is not limited to: setting tracking options, limiting editors, opening workspaces, restricting editing, controlling recalculation, protecting worksheet structure, marking as final, removing workbook metadata, encrypting workbooks with a password

2.0 Apply Custom Formats and Layouts

2.1 Apply Custom Data Formats

This objective may include but is not limited to: creating custom formats (Number, Time, Date), creating custom accounting formats, using advanced Fill Series options

2.3 Apply Custom Styles and Templates

This objective may include but is not limited to: creating custom color formats, creating and modifying cell styles, creating and modifying custom templates, creating form fields

3.0 Create Advanced Formulas

3.1 Apply Functions in Formulas

This objective may include but is not limited to: utilizing the IF function in conjunction with other functions, utilizing AND/OR functions, utilizing nested functions, utilizing SUMIFS, AVERAGEIFS, and COUNTIFS functions

3.4 Create Scenarios

This objective may include but is not limited to: utilizing the watch window, consolidating data, enabling iterative calculations, utilizing What If analysis tools including Goal Seek, utilizing the Scenario Manager, using financial functions

4.0 Create Advanced Charts and Tables

4.3 Create and Manage Pivot Charts

This objective may include but is not limited to: creating new PivotCharts, manipulating options in existing PivotCharts, applying styles to PivotCharts

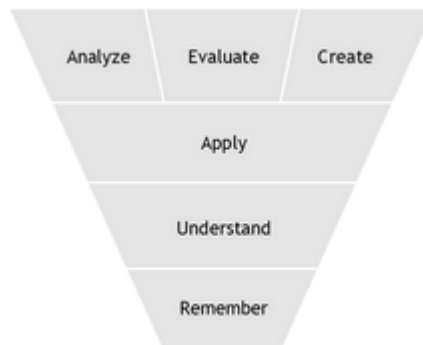
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Microsoft Word Expert 2010, Objective Domain

Exam Design

The Basics

This is a Technical Specialist exam designed to assess candidates' hands-on skills using Microsoft Office Word 2010 at the Expert level. We are specifying an item pool of 75 unique performance-based tasks. Items should be written to the Application cognitive level. For more information about cognitive levels, refer to the Cognitive Domain in Bloom's Taxonomy.



Categories in the cognitive domain of Bloom's Taxonomy (Anderson & Krathwohl, 2001)

Target Audience

The audience profile for the Expert Exam is a skilled person with at least the following skills:

- Bookmarks
- Captions
- Comparing documents
- Create styles
- Creating Templates
- Cross reference
- Digital signature (without certificate)
- Document Map
- Inserting Objects
- Kerning (character spacing)

- Merging documents
- Modify charts
- Protect Document
- Quick Parts (defaults)
- Research
- Switch Windows
- Word Options

Objective Domain

1. Sharing and Maintaining Documents

- 1.1. Configure Word Options
- 1.2. Restrict access to a document
- 1.3. Add and modify templates in an existing document

2. Formatting Content

- 2.1. Apply advanced font and paragraph attributes
- 2.2. Create tables and charts
- 2.3. Construct reusable content in a document
- 2.4. Link sections

3. Tracking and Referencing Documents

- 3.1. Review, compare and combine documents
- 3.2. Create a reference page
- 3.3. Create a Table of Authorities in a document
- 3.4. Create an index in document

4. Performing Mail Merge Operations

- 4.1. Execute Mail Merge
- 4.2. Create a Mail Merge by using other data sources
- 4.3. Create labels and forms

5. Managing Macros and Forms

- 5.1. Create and manipulate macros
- 5.2. Apply and manipulate macro options
- 5.3. Create forms
- 5.4. Manipulate forms