

Word 2016: Core Document Creation, Collaboration and Communication; Exam 77-725

Successful candidates for the Microsoft Word 2016 exam will have a fundamental understanding of the Word environment and the ability to complete tasks independently. They will demonstrate the correct application of the principle features of Word 2016 by creating and editing 2- to 3-page documents for a variety of purposes and situations. Document examples include professional-looking reports, multi-column newsletters, résumés, and business correspondence.

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

Create and Manage Documents

- 1.1 Create a Document**
 - 1.1.1 Create a blank document
 - 1.1.2 Create a blank document using a template
 - 1.1.3 Open a PDF in Word for editing
 - 1.1.4 Insert text from a file or external source
- 1.2 Navigate Through a Document**
 - 1.2.1 Search for text
 - 1.2.2 Insert hyperlinks
 - 1.2.3 Create bookmarks
 - 1.2.4 Move to a specific location or object in a document
- 1.3 Format a Document**
 - 1.3.1 Modify page setup
 - 1.3.2 Apply document themes
 - 1.3.3 Apply document style sets
 - 1.3.4 Insert headers and footers
 - 1.3.5 Insert page numbers
 - 1.3.6 Format page background elements
- 1.4 Customize Options and Views for Documents**
 - 1.4.1 Change document views
 - 1.4.2 Customize views by using zoom settings
 - 1.4.3 Customize the Quick Access toolbar
 - 1.4.4 Split the window
 - 1.4.5 Add document properties
 - 1.4.6 Show or hide formatting symbols

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

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Create and Manage Documents

- 1.5 Print and Save Documents**
 - 1.5.1 Modify print settings
 - 1.5.2 Save documents in alternative file formats
 - 1.5.3 Print all or part of a document
 - 1.5.4 Inspect a document for hidden properties or personal information
 - 1.5.5 Inspect a document for accessibility issues
 - 1.5.6 Inspect a document for compatibility issues

Format Text, Paragraphs, and Sections

- 2.1 Insert Text and Paragraphs**
 - 2.1.1 Find and replace text
 - 2.1.2 Cut, copy and paste text
 - 2.1.3 Replace text by using AutoCorrect
 - 2.1.4 Insert special characters
- 2.2 Format Text and Paragraphs**
 - 2.2.1 Apply font formatting
 - 2.2.2 Apply formatting by using Format Painter
 - 2.2.3 Set line and paragraph spacing and indentation
 - 2.2.4 Clear formatting
 - 2.2.5 Apply a text highlight color to text selections
 - 2.2.6 Apply built-in styles to text
 - 2.2.7 Change text to WordArt
- 2.3 Order and Group Text and Paragraphs**
 - 2.3.1 Format text in multiple columns
 - 2.3.2 Insert page, section, or column breaks
 - 2.3.3 Change page setup options for a section

Create Tables and Lists

- 3.1 Create a Table**
 - 3.1.1 Convert text to tables
 - 3.1.2 Convert tables to text
 - 3.1.3 Create a table by specifying rows and columns
 - 3.1.4 Apply table styles
- 3.2 Modify a Table**
 - 3.2.1 Sort table data
 - 3.2.2 Configure cell margins and spacing
 - 3.2.3 Merge and split cells
 - 3.2.4 Resize tables, rows, and columns
 - 3.2.5 Split tables
 - 3.2.6 Configure a repeating row header
- 3.3 Create and Modify a List**
 - 3.3.1 Create a numbered or bulleted list
 - 3.3.2 Change bullet characters or number formats for a list level
 - 3.3.3 Define a custom bullet character or number format
 - 3.3.4 Increase or decrease list levels
 - 3.3.5 Restart or continue list numbering
 - 3.3.6 Set starting number value

Create and Manage References

- 4.1 Create and Manage Reference Markers**
 - 4.1.1 Insert footnotes and endnotes
 - 4.1.2 Modify footnote and endnote properties
 - 4.1.3 Create bibliography citation sources
 - 4.1.4 Modify bibliography citation sources
 - 4.1.5 Insert citations for bibliographies
 - 4.1.6 Insert figure and table captions
 - 4.1.7 Modify caption properties
- 4.2 Create and Manage Simple References**
 - 4.2.1 Insert a standard table of contents
 - 4.2.2 Update a table of contents
 - 4.2.3 Insert a cover page

Insert and Format Graphic Elements

- 5.1 Insert Graphic Elements**
 - 5.1.1 Insert shapes
 - 5.1.2 Insert pictures
 - 5.1.3 Insert a screen shot or screen clipping
 - 5.1.4 Insert text boxes
- 5.2 Format Graphic Elements**
 - 5.2.1 Apply artistic effects
 - 5.2.2 Apply picture effects
 - 5.2.3 Remove picture backgrounds
 - 5.2.4 Format objects
 - 5.2.5 Apply a picture style
 - 5.2.6 Wrap text around objects
 - 5.2.7 Position objects
 - 5.2.8 Add alternative text to objects for accessibility
- 5.3 Insert and Format SmartArt Graphics**
 - 5.3.1 Create a SmartArt graphic
 - 5.3.2 Format a SmartArt graphic
 - 5.3.3 Modify SmartArt graphic content

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MOS Word 2013

Objective Domain

1.0 Create and Manage Documents

1.1 Create a Document

This objective may include but is not limited to: creating new blank documents, creating new documents using templates, opening non-native files directly in Word, opening a PDF in Word for editing

1.2 Navigate through a Document

This objective may include but is not limited to: searching for text within document, inserting hyperlinks, creating bookmarks, using Go To

1.3 Format a Document

This objective may include but is not limited to: modifying page setup, changing document themes, changing document style sets, inserting simple headers and footers, inserting watermarks, inserting page numbers

1.4 Customize Options and Views for Documents

This objective may include but is not limited to: changing document views, using zoom, customizing the Quick Access toolbar, customizing the Ribbon, splitting the window, adding values to document properties, using Show/Hide, recording simple macros, assigning shortcut keys, managing macro security

1.5 Configure Documents to Print or Save

This objective may include but is not limited to: configuring documents to print, saving documents in alternate file formats, printing document sections, saving files to remote locations, protecting documents with passwords, setting print scaling, maintaining backward compatibility

2.0 Format Text, Paragraphs, and Sections

2.1 Insert Text and Paragraphs

This objective may include but is not limited to: adding text to documents, finding and replacing text, copying and pasting text, inserting text via AutoCorrect, removing blank paragraphs, inserting built-in fields, inserting special characters (©, ™, £)

2.2 Format Text and Paragraphs

This objective may include but is not limited to: changing font attributes, using Find and Replace to format text, using Format Painter, setting paragraph spacing, setting line spacing, clearing existing formatting, setting indentation, highlighting text selections, adding styles to text, changing text to WordArt, modifying existing style attributes

2.3 Order and Group Text and Paragraphs

This objective may include but is not limited to: preventing paragraph orphans, inserting breaks to create sections, using multiple columns to organize content, using headings to organize content (outline), forcing page breaks

3.0 Create Tables and Lists

3.1 Create a Table

This objective may include but is not limited to: converting text to tables, converting tables to text, defining table dimensions, setting AutoFit options, using Quick Tables, using headings for table rows and columns

3.2 Modify a Table

This objective may include but is not limited to: applying styles to tables, modifying fonts within tables, sorting table data, configuring cell margins, using formulas, modifying table dimensions, merging cells

3.3 Create and Modify a List

This objective may include but is not limited to: adding numbering or bullets, creating custom bullets, modifying list indentation, modifying line spacing, increasing and decreasing list levels, modifying numbering

4.0 Apply References

4.1 Create Endnotes, Footnotes, and Citations

This objective may include but is not limited to: inserting endnotes, managing footnote locations, configuring endnote formats, modifying footnote numbering, inserting citation placeholders, inserting citations, inserting bibliography, changing citation styles

4.2 Create Captions

This objective may include but is not limited to: adding captions, setting caption positions, changing caption formats, changing caption labels, excluding labels from captions

5.0 Insert and Format Objects

5.1 Insert and Format Building Blocks

This objective may include but is not limited to: inserting Quick Parts, inserting textboxes, utilizing Building Blocks Organizer, customizing building blocks

5.2 Insert and Format Shapes and SmartArt

This objective may include but is not limited to: inserting simple shapes, inserting SmartArt, modifying SmartArt properties (color, size, shape), wrapping text around shapes, positioning shapes

5.3 Insert and Format Images

This objective may include but is not limited to: inserting images, applying artistic effects, applying picture effects, modifying image properties (color, size, shape), adding Quick Styles to images, wrapping text around images, positioning images

Word 2010 Core Items

Audience Profile

The Core-level Microsoft Office Word 2010 User should be able to navigate Microsoft Office Word 2010 software at the feature and functionality level. They should be familiar with and know how to use at least 80% of the features and capabilities of Microsoft Office Word 2010. The core-level user should be able to use Microsoft Office Word 2010 to create and edit professional-looking documents for a variety of purposes and situations. Users would include people from a wide variety of job roles from almost all areas of professional, student, and personal life. Some of the roles users might take on include, but are not limited to, the following:

- Clerical, Office professionals
- Consultants
- Executives/Managers
- Help desk personnel
- Instructors/Trainers
- Marketing personnel
- Product developers
- Sales
- Students
- Writers
- Other members of the general population

Tasks that might be undertaken or work products created by members of the Microsoft Word 2010 Core-level User Target Audience might include, but are not be limited to, the following:

- Blogging
- Business plans
- Business reports
- Calendaring
- Case studies
- Charts
- Classroom instructional materials
- Creating Forms
- Creating Supporting docs
- Data entry, manipulation
- Documentation
- E-mail
- Formatting of printed materials
- General documents
- Instructional development
- Investor info
- Journals
- Letters
- Marketing materials
- Outlining
- Papers
- Procedural documents
- Public Relations materials
- Publications (books, articles)
- Recipes
- Reports
- Scrapbooking
- Studies
- Technical support materials
- Tests
- User manuals
- Web info/papers
- White papers

Objective Domain

1—Sharing and Maintaining Documents

- 1.1—Apply different views to a document
- 1.2—Apply protection to a document
- 1.3—Manage document versions
- 1.4—Share documents
- 1.5—Save a Document
- 1.6—Apply a template to a document

2—Formatting Content

- 2.1—Apply font and paragraph attributes
- 2.2—Navigate and search through a document
- 2.3—Apply indentation and tab settings to paragraphs
- 2.4—Apply spacing settings to text and paragraphs
- 2.5—Create tables
- 2.6—Manipulate tables in a document
- 2.7—Apply bullets to a document

3—Applying Page Layout and Reusable Content

- 3.1—Apply and manipulate page setup settings
- 3.2—Apply themes
- 3.3—Construct content in a document by using the Quick Parts tool
- 3.4—Create and manipulate page backgrounds
- 3.5—Create and modify headers and footers

4—Including Illustrations and Graphics in a Document

- 4.1—Insert and format Pictures in a document
- 4.2—Insert and format shapes, WordArt, and SmartArt
- 4.3—Insert and format Clip Art
- 4.4—Apply and manipulate text boxes

5—Proofreading documents

- 5.1—Validate content by using spelling and grammar checking options
- 5.2—Configure AutoCorrect settings
- 5.3—Insert and modify comments in a document

6—Applying References and Hyperlinks

- 6.1—Apply a hyperlink
- 6.2—Create Endnotes and Footnotes in a document
- 6.3—Create a Table of Contents in a document

7—Performing Mail Merge Operations

- 7.1—Setup mail merge
- 7.2—Execute mail merge