

MOS 2016 Study Guide

John Pierce



EXAM 77-726

**Microsoft
Word Expert**



MOS 2016 Study Guide for Microsoft Word Expert

John Pierce



Microsoft Office Specialist
Exam 77-726

MOS 2016 Study Guide for Microsoft Word Expert

Table of Contents

Cover

Title Page

Copyright Page

Contents

Introduction

Taking a Microsoft Office Specialist exam

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

Prerequisites

1 Manage document options and settings

Objective 1.1: Manage documents and templates

Modify existing templates

Move and copy styles, macros, and building blocks

Manage document versions

Compare and combine documents

Link to external data

Enable macros in a document

Change default program settings

Objective 1.1 practice tasks

Objective 1.2: Prepare documents for review

Objective 1.2 practice tasks

Table of Contents

Objective 1.3: Manage document changes

- Manage change tracking

- Manage markup options

- Manage tracked changes

- Insert and manage comments

- Objective 1.3 practice tasks

2 Design advanced documents

Objective 2.1: Perform advanced editing and formatting

- Find and replace text by using wildcards and special characters

- Find and replace formatting and styles

- Set advanced page layout options

- Link text boxes

- Set paragraph pagination options

- Resolve style conflicts

- Objective 2.1 practice tasks

Objective 2.2: Create styles

- Create paragraph and character styles

- Modify styles

- Objective 2.2 practice tasks

3 Create advanced references

Objective 3.1: Create and manage indexes

- Mark index entries

- Insert index entries from a file

- Create and update indexes

- Objective 3.1 practice tasks

Objective 3.2: Create and manage references

- Customize a table of contents

- Caption and reference document elements

Table of Contents

Objective 3.2 practice tasks

Objective 3.3: Manage forms, fields, and mail-merge operations

Manage fields and their properties

Perform mail-merge operations

Insert merge fields

Add mail-merge rules

Send email messages to groups of recipients

Configure label or envelope settings for mail-merge operations

Objective 3.3 practice tasks

4 Create custom Word elements

Objective 4.1: Create and modify building blocks, macros, and controls

Create Quick Parts

Manage building blocks

Create and modify simple macros

Insert and configure content controls

Objective 4.1 practice tasks

Objective 4.2: Create custom style sets and templates

Create custom color and font sets

Create custom themes

Create custom style sets

Objective 4.2 practice tasks

Objective 4.3: Prepare a document for internationalization and accessibility

Configure language options in documents

Add alt text to document elements

Manage multiple options for the +Body and +Heading fonts

Implement global content standards

Objective 4.3 practice tasks

Index

Table of Contents

About the author
Survey