

# Microsoft® Word 2016

## EXPERT Exam

Exam Objectives as stated by Microsoft  
Pass rate 70% : 5 to 7 projects in 50 minutes

Skill Sets	Exam Skill Standards
<b>Manage Document Options and Settings</b>	<b>Manage Document and Templates</b> <ul style="list-style-type: none"> <li>• Modify existing templates</li> <li>• Copy custom styles, macros, and building blocks to other documents or templates</li> <li>• Manage document versions</li> <li>• Compare and combine multiple documents</li> <li>• Link to external document content</li> <li>• Enable macros in a document</li> <li>• Display hidden ribbon tabs</li> <li>• Change the application default font</li> </ul>
	<b>Prepare Documents for Review</b> <ul style="list-style-type: none"> <li>• Restrict editing</li> <li>• Mark a document as final</li> <li>• Protect a document with a password</li> </ul>
	<b>Manage Document Changes</b> <ul style="list-style-type: none"> <li>• Track changes</li> <li>• Manage tracked changes</li> <li>• Lock or unlock tracking</li> <li>• Add comments</li> <li>• Manage comments</li> </ul>
<b>Design Advanced Documents</b>	<b>Perform Advanced Editing and Formatting</b> <ul style="list-style-type: none"> <li>• Find and replace text by using wildcards and special characters</li> <li>• Find and replace formatting and styles</li> <li>• Set advanced page setup layout options</li> <li>• Link text boxes</li> <li>• Set paragraph pagination options</li> <li>• Resolve style conflicts by using Paste Options</li> </ul>
	<b>Create Styles</b> <ul style="list-style-type: none"> <li>• Create paragraph and character styles</li> <li>• Modify existing styles</li> </ul>
<b>Create Advanced References</b>	<b>Create and manage indexes</b> <ul style="list-style-type: none"> <li>• Mark index entries</li> <li>• Create indexes</li> <li>• Update indexes</li> </ul>
	<b>Create and Manage References</b> <ul style="list-style-type: none"> <li>• Customize a table of contents</li> <li>• Insert and modify captions</li> <li>• Create and modify a table of figures</li> </ul>
	<b>Manage Forms, Fields, and Mail Merge Operations</b> <ul style="list-style-type: none"> <li>• Add custom fields</li> <li>• Modify field properties</li> <li>• Perform mail merges</li> <li>• Manage recipient lists</li> <li>• Insert merged fields</li> <li>• Preview merge results</li> </ul>

## Create Custom Word Elements

### Create and Modify Building Blocks, Macros, and Controls

- Create QuickParts
- Manage building blocks
- Create and modify simple macros
- Insert and configure content controls

### Create Custom Style Sets and Templates

- Create custom color sets
- Create custom font sets
- Create custom themes
- Create custom style sets

### Prepare a document for Internationalization and Accessibility

- Configure language options in documents
- Add alt-text to document elements
- Manage multiple options for +Body and +Heading fonts
- Utilize global content standards