

# MOS Word Expert 2016 (Exam 77-726)

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## **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.