

## **Word Expert 2016 BETA Candidate Profile**

- Participants must be a native English speaker, even if not living in an English-speaking country. The BETA exam will only be offered in English.
- Participants will proficiently use the advanced feature of Word 2016 for document and content management, and advanced formatting.
- Participants will create and manage professional documents for four pages or more for a variety of specialized purposes and situations.
- Participants 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.
- Participants roles may include editors, project managers, business information workers, educators and others.
- Participants will demonstrate a range of knowledge and skills in the following list:
  - Uses password encryption
  - Manages and customizes style
  - Manages and merges document versions
  - Uses custom characters
  - Builds a custom template
  - Creates and modifies building blocks
  - Prepares documents for sharing and tracks changes
  - Manages forms, fields, and mail merges
  - Customizes references