

STUDY GUIDE

**Microsoft Office
Specialist**

**Word
Expert**
(Office 2016)

77-726
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Study Guide - Microsoft Office Specialist: Word Expert (Microsoft 365 Apps) - MO 111

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candidates prepare for the Microsoft certification exam. This guide covers advanced features and functions of Microsoft Word 2016 equipping users with the knowledge and skills needed to pass the certification exam. Key topics include working with complex document formatting, managing styles and creating professional level documents. The guide delves into advanced formatting techniques such as modifying headers and footers, working with section breaks and managing page layouts. Users will also learn how to create and manage tables, use advanced proofing tools and work with templates and forms. In addition, the study guide focuses on collaboration and document sharing tools such as tracking changes, adding comments and merging documents. It also covers working with long documents, managing citations and generating a table of contents and indexes. The guide provides step by step instructions, hands on exercises and practice questions to reinforce learning and ensure users are well prepared for the exam. It is designed for individuals who have a solid understanding of Word 2016 basics and want to master its advanced features to become a Word Expert. By the end of the guide, users will be confident in their ability to use Microsoft Word at an expert level and will be ready to successfully complete the 77-726 exam.

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