Microsoft Office Specialist

CERTIPORT
A PEARSON VUE BUSINESS

Word 2016: Core Document Creation, Collaboration and Communication; Exam 77-725

Successful candidates for the Microsoft Word 2016 exam have approximately 150 hours of instruction and hands-on experience with the product. They will demonstrate the correct application of the principle features of Word 2016 by creating and editing 2- to 3-page documents for a variety of purposes and situations. Document examples include professional-looking reports, multi-column newsletters, résumés, and business correspondence.

MOS 2016 certification exams introduce a new performance-based format for improved testing of a candidate's knowledge, skills and abilities using the MOS 2016 programs:

- MOS 2016 exam task instructions generally do not include the command name as in previous versions. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.

- The MOS 2016 exam format incorporates multiple projects.

Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

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Objective Domains

Create and Manage Documents

1.1	**Create a Document**
1.1.1	Create a blank document
1.1.2	Create a blank document using a template
1.1.3	Open a PDF in Word for editing
1.1.4	Insert text from a file or external source

1.2	**Navigate Through a Document**
1.2.1	Search for text
1.2.2	Insert hyperlinks
1.2.3	Create bookmarks
1.2.4	Move to a specific location or object in a document

1.3	**Format a Document**
1.3.1	Modify page setup
1.3.2	Apply document themes
1.3.3	Apply document style sets
1.3.4	Insert headers and footers
1.3.5	Insert page numbers
1.3.6	Format page background elements

Pertemuan ke 1
(Tanggal 3 ,4, 5 November 2020)

1.4	**Customize Options and Views for Documents**
1.4.1	Change document views
1.4.2	Customize views by using zoom settings
1.4.3	Customize the Quick Access toolbar
1.4.4	Split the window
1.4.5	Add document properties
1.4.6	Show or hide formatting symbols

Pertemuan ke 2
(Tanggal 09-13 November 2020)

MOS Word 2016

Create and Manage Documents

1.5 Print and Save Documents
- 1.5.1 Modify print settings
- 1.5.2 Save documents in alternative file formats
- 1.5.3 Print all or part of a document
- 1.5.4 Inspect a document for hidden properties or personal information
- 1.5.5 Inspect a document for accessibility issues
- 1.5.6 Inspect a document for compatibility issues

Format Text, Paragraphs, and Sections

2.1 Insert Text and Paragraphs
- 2.1.1 Find and replace text
- 2.1.2 Cut, copy and paste text
- 2.1.3 Replace text by using AutoCorrect
- 2.1.4 Insert special characters

2.2 Format Text and Paragraphs
- 2.2.1 Apply font formatting
- 2.2.2 Apply formatting by using Format Painter
- 2.2.3 Set line and paragraph spacing and indentation
- 2.2.4 Clear formatting
- 2.2.5 Apply a text highlight color to text selections
- 2.2.6 Apply built-in styles to text
- 2.2.7 Change text to WordArt

2.3 Order and Group Text and Paragraphs
- 2.3.1 Format text in multiple columns
- 2.3.2 Insert page, section, or column breaks
- 2.3.3 Change page setup options for a section

Create Tables and Lists

3.1 Create a Table
- 3.1.1 Convert text to tables
- 3.1.2 Convert tables to text
- 3.1.3 Create a table by specifying rows and columns
- 3.1.4 Apply table styles

3.2 Modify a Table
- 3.2.1 Sort table data
- 3.2.2 Configure cell margins and spacing
- 3.2.3 Merge and split cells
- 3.2.4 Resize tables, rows, and columns
- 3.2.5 Split tables
- 3.2.6 Configure a repeating row header

3.3 Create and Modify a List
- 3.3.1 Create a numbered or bulleted list
- 3.3.2 Change bullet characters or number formats for a list level
- 3.3.3 Define a custom bullet character or number format
- 3.3.4 Increase or decrease list levels
- 3.3.5 Restart or continue list numbering
- 3.3.6 Set starting number value

Create and Manage References

4.1 Create and Manage Reference Markers
4.1.1 Insert footnotes and endnotes
4.1.2 Modify footnote and endnote properties
4.1.3 Create bibliography citation sources
4.1.4 Modify bibliography citation sources
4.1.5 Insert citations for bibliographies
4.1.6 Insert figure and table captions
4.1.7 Modify caption properties

4.2 Create and Manage Simple References
4.2.1 Insert a standard table of contents
4.2.2 Update a table of contents
4.2.3 Insert a cover page

Insert and Format Graphic Elements

5.1 Insert Graphic Elements
5.1.1 Insert shapes
5.1.2 Insert pictures
5.1.3 Insert a screen shot or screen clipping
5.1.4 Insert text boxes

5.2 Format Graphic Elements
5.2.1 Apply artistic effects
5.2.2 Apply picture effects
5.2.3 Remove picture backgrounds
5.2.4 Format objects
5.2.5 Apply a picture style
5.2.6 Wrap text around objects
5.2.7 Position objects
5.2.8 Add alternative text to objects for accessibility

5.3 Insert and Format SmartArt Graphics
5.3.1 Create a SmartArt graphic
5.3.2 Format a SmartArt graphic
5.3.3 Modify SmartArt graphic content

Pertemuan ke 5
(Tanggal 16-20 November 2020)

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

Successful candidates for the Microsoft Word Expert 2016 exam have approximately 150 hours of instruction and hands-on experience with the product. They proficiently use the advanced features of Word 2016 for document and content management, and advanced formatting.

Candidates will create and manage professional documents of four pages or more for a variety of specialized purposes and situations. They 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. Candidate roles may include editors, project managers, business information workers, educators and others.

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- MOS 2016 exam task instructions generally do not include the command name as in previous versions. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.

- The MOS 2016 exam format incorporates multiple projects.

Objective Domains

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Manage Document Options and Settings

1.1	**Manage Documents and Templates**
1.1.1	Modify existing templates
1.1.2	Copy custom styles, macros, and building blocks to other documents or templates
1.1.3	Manage document versions
1.1.4	Compare and combine multiple documents
1.1.5	Link to external document content
1.1.6	Enable macros in a document
1.1.7	Display hidden ribbon tabs
1.1.8	Change the application default font

1.2	**Prepare Documents for Review**
1.2.1	Restrict editing
1.2.2	Mark a document as final
1.2.3	Protect a document with a password

1.3	**Manage Document Changes**
1.3.1	Track changes
1.3.2	Manage tracked changes
1.3.3	Lock or unlock tracking
1.3.4	Add comment
1.3.5	Manage comments

Pertemuan ke 6
(Tanggal 30- 4 Desember 2020)

Design Advanced Documents

2.1 Perform Advanced Editing and Formatting
2.1.1 Find and replace text by using wildcards and special characters
2.1.2 Find and replace formatting and styles
2.1.3 Set advanced page setup layout options
2.1.4 Link text boxes
2.1.5 Set paragraph pagination options
2.1.6 Resolve style conflicts by using Paste Options

2.2 Create Styles
2.2.1 Create paragraph and character styles
2.2.2 Modify existing styles

Pertemuan ke 7
(Tanggal 7-11 Desember 2020)

Create Advanced References

3.1 Create and Manage Indexes
3.1.1 Mark index entries
3.1.2 Create indexes
3.1.3 Update indexes

3.2 Create and Manage References
3.2.1 Customize a table of contents
3.2.2 Insert and modify captions
3.2.3 Create and modify a table of figures

3.3 Manage Forms, Fields, and Mail Merge Operations
3.3.1 Add custom fields
3.3.2 Modify field properties
3.3.3 Perform mail merges
3.3.4 Manage recipient lists
3.3.5 Insert merged fields
3.3.6 Preview merge results

Pertemuan ke 8
(Tanggal 14-18 Desember 2020)

Create Custom Word Elements

4.1 Create and Modify Building Blocks, Macros, and Controls
4.1.1 Create QuickParts
4.1.2 Manage building blocks
4.1.3 Create and modify simple macros
4.1.4 Insert and configure content controls

4.2 Create Custom Style Sets and Templates
4.2.1 Create custom color sets
4.2.2 Create custom font sets
4.2.3 Create custom themes
4.2.4 Create custom style sets

4.3 Prepare a document for Internationalization and Accessibility
4.3.1 Configure language options in documents
4.3.2 Add alt-text to document elements
4.3.3 Manage multiple options for +Body and +Heading fonts
4.3.4 Utilize global content standards

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