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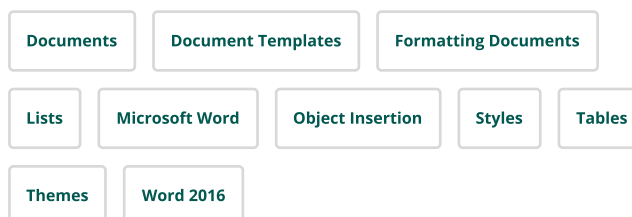
## Microsoft Office Specialist: Word (Office 2016)

Issued by [Microsoft](#)

Microsoft Office Specialist: Word (Office 2016) Certification exam earners have a fundamental understanding of the Word environment and the ability to complete tasks independently. Earners demonstrated the principal features of Word 2016 by creating and editing a large project which can include professional-looking reports, multi-column newsletters, résumés, and business correspondence. Earners may include students, business information workers, clerical workers, educators, and others.

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### Skills



### Earning Criteria

 [- Pass Exam 77-725: Word 2016: Core Document Creation, Collaboration, and Communication](#)

## Endorsements



### [American Council on Education](#)

This credential has been successfully evaluated by the American Council on Education for college credit. It is recommended for a total of 1 college credits. For more information about ACE CREDIT evaluations, visit [www.acenet.edu](http://www.acenet.edu).

## Insights

### Top Job Titles

### Postings

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