

Exam 77-725: Microsoft Word (Office 2016) – Skills Measured

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

Create and manage documents (25-30%)

Create a document

- Create a blank document, create a blank document using a template, open a PDF in Word for editing, insert text from a file or external source

Navigate through a document

- Search for text, insert hyperlinks, create bookmarks, move to a specific location or object in a document

Format a document

- Modify page setup, apply document themes, apply document style sets, insert headers and footers, insert page numbers, format page background elements

Customize options and views for documents

- Change document views, customize views by using zoom settings, customize the Quick Access Toolbar, split the window, add document properties, show or hide formatting symbols

Print and save documents

- Modify print settings, save documents in alternative file formats, print all or part of a document, inspect a document for hidden properties or personal information, inspect a document for accessibility issues, inspect a document for compatibility issues

Format text, paragraphs, and sections (25-30%)

Insert text and paragraphs

- Find and replace text; cut, copy, and paste text; replace text by using AutoCorrect; insert special characters

Format text and paragraphs

- Apply font formatting, apply formatting by using Format Painter, set line and paragraph spacing and indentation, clear formatting, apply a text highlight color to text selections, apply built-in styles to text, change text to WordArt

Order and group text and paragraphs

- Format text in multiple columns; insert page, section, or column breaks; change page setup options for a section

Create tables and lists (20-25%)

Create a table

- Convert text to tables, convert tables to text, create a table by specifying rows and columns, apply table styles

Modify a table

- Sort table data; configure cell margins and spacing; merge and split cells; resize tables, rows, and columns; split tables; configure a repeating row header

Create and modify a list

- Create a numbered or bulleted list, change bullet characters or number formats for a list level, define a custom bullet character or number format, increase or decrease list levels, restart or continue list numbering, set starting number value

Create and manage references (5-10%)

Create and manage reference markers

- Insert footnotes and endnotes, modify footnote and endnote properties, create bibliography citation sources, modify bibliography citation sources, insert citations for bibliographies, insert figure and table captions, modify caption properties

Create and manage simple references

- Insert a standard table of contents, update a table of contents, insert a cover page

Insert and format graphic elements (20-25%)

Insert graphic elements

- Insert shapes, insert pictures, insert a screen shot or screen clipping, insert text boxes

Format graphic elements

- Apply artistic effects, apply picture effects, remove picture backgrounds, format objects, apply a picture style, wrap text around objects, position objects, add alternative text to objects for accessibility

Insert and format SmartArt graphics

- Create a SmartArt graphic, format a SmartArt graphic, modify SmartArt graphic content