Exam 77-426: Word 2013 Expert Part Two – Skills Measured

Audience Profile

This exam is designed for expert-level candidates who have an advanced understanding of the Word environment and have the ability to guide others in the proper use of features in Word 2013. They should know and demonstrate the use of advanced and specialized features within the application. Candidates should be able to create, manage, and distribute professional documents for a variety of specialized purposes and situations and should be able to customize their Word environments to meet needs and enhance productivity. Document examples include business plans, legal documents, advertising brochures, and mass mailings. Candidate roles might include editors, project managers, instructors, graduate students, technical writers, and others.

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).

Manage and share documents (25–30%)

Manage multiple documents

- modify existing templates, merge multiple documents, manage versions of documents, copy styles from template to template, use the style organizer, copy macros from document to document, link to external data, move building blocks between documents

Manage document changes

- track changes, manage comments, use markup options, resolve multi-document style conflicts, display all changes

Design advanced documents (25–30%)

Apply advanced ordering and grouping

- create outlines, promote sections in outlines, create master documents, insert subdocuments, link document elements

Create advanced references (25–30%)

Create and modify building blocks

- create indexes, update indexes, mark index entries, use index auto-mark files

Create and manage reference tables

- create a table of contents, create a table of figures, format a table of contents, update a table of authorities, set advanced reference options (captions, footnotes, citations)

Create custom Word elements (20–25%)

Prepare a document for internationalization and accessibility

- configure language options in documents, add alt-text to document elements, create documents for use with accessibility tools, manage multiple options for +Body and +Heading fonts, utilize global content standards, modify tab order in document elements and objects