



MICROSOFT 77-726

Microsoft MOS Word Expert (Office 2016) Certification Questions & Answers

Exam Summary – Syllabus – Questions

77-726

[Microsoft Office Specialist - Word Expert \(Office 2016\)](#)

40-60 Questions Exam - 700 / 1000 Cut Score - Duration of 60 minutes

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Know Your 77-726 Certification Well:

The 77-726 is best suitable for candidates who want to gain knowledge in the Microsoft 365. Before you start your 77-726 preparation you may struggle to get all the crucial MOS Word Expert (Office 2016) materials like 77-726 syllabus, sample questions, study guide.

But don't worry the 77-726 PDF is here to help you prepare in a stress free manner.

The PDF is a combination of all your queries like-

- What is in the 77-726 syllabus?
- How many questions are there in the 77-726 exam?
- Which Practice test would help me to pass the 77-726 exam at the first attempt?

Passing the 77-726 exam makes you Microsoft Office Specialist - Word Expert (Office 2016). Having the MOS Word Expert (Office 2016) certification opens multiple opportunities for you. You can grab a new job, get a higher salary or simply get recognition within your current organization.

Microsoft 77-726 MOS Word Expert (Office 2016) Certification Details:

| | |
|---------------------|--|
| Exam Name | Microsoft Office Specialist - Word Expert (Office 2016) |
| Exam Code | 77-726 |
| Exam Price | \$100 (USD) |
| Duration | 60 mins |
| Number of Questions | 40-60 |
| Passing Score | 700 / 1000 |
| Schedule Exam | Pearson VUE |
| Sample Questions | Microsoft Word Expert (Office 2016) Sample Questions |
| Practice Exam | Microsoft 77-726 Certification Practice Exam |

77-726 Syllabus:

| Topic | Details |
|---|---|
| Manage document options and settings (35-40%) | |
| Manage documents and templates | - Modify existing templates; copy custom styles, macros, and building blocks to other documents or templates; manage document versions; compare and combine multiple documents; link to external document content; enable macros in a document; display hidden ribbon tabs; change the application default font |
| Prepare documents for review | - Restrict editing, mark a document as final, protect a document with a password |
| Manage document changes | - Track changes, manage tracked changes, lock or unlock tracking, add comments, manage comments |
| Design advanced documents (20-25%) | |
| Perform advanced editing and formatting | - Find and replace text by using wildcards and special characters, find and replace formatting and styles, set advanced page setup layout options, link text boxes, set paragraph pagination options, resolve style conflicts by using Paste Options |
| Create styles | - Create paragraph and character styles, modify existing styles |
| Create advanced references (20-25%) | |
| Create and manage indexes | - Mark index entries, create indexes, update indexes |
| Create and manage references | - Customize a table of contents, insert and modify captions, create and modify a table of figures |
| Manage forms, fields, and Mail Merge operations | - Add custom fields, modify field properties, perform mail merges, manage recipient lists, insert merged fields, preview merge results |
| Create custom Word elements (15-20%) | |
| Create and modify building blocks, macros, and controls | - Create Quick Parts, manage building blocks, create and modify simple macros, insert and configure content controls |
| Create custom style sets and templates | - Create custom color sets, create custom font sets, create custom themes, create custom style sets |
| Prepare a document | - Configure language options in documents, add alt text to |

| Topic | Details |
|--|---|
| for internationalization and accessibility | document elements, manage multiple options for +Body and +Heading fonts, utilize global content standards |

Microsoft 77-726 Sample Questions:

Question: 1

In the context of Word, what does internationalization primarily involve?
(Choose Three)

- a) Enabling content translation
- b) Using universal date formats
- c) Configuring multilingual spell-check
- d) Designing a user-friendly interface
- e) Ensuring compatibility with different cultural norms

Answer: a, b, e

Question: 2

Which actions are involved in managing a recipient list for a Mail Merge?
(Choose Three)

- a) Add new recipients
- b) Modify recipient details
- c) Delete recipients
- d) Preview each recipient's document
- e) Encrypt recipient data

Answer: a, b, c

Question: 3

Which options are necessary to customize a table of contents?
(Choose Two)

- a) Modify the style
- b) Adjust the page numbers
- c) Change the text alignment
- d) Select a pre-built design
- e) Update field codes

Answer: a, d

Question: 4

How can you modify an existing Word template?

- a) Change the document extension to .tmp
- b) Save the document as a new template
- c) Directly edit the .dotx file
- d) Use the "Save As" option and choose .docx

Answer: c

Question: 5

To manage +Body and +Heading fonts effectively, you should:

- a) Use only one font type
- b) Adjust line spacing appropriately
- c) Choose fonts that support various scripts
- d) All of the above

Answer: d

Question: 6

Which options are essential for enhancing document accessibility in Microsoft Word?

(Choose Two)

- a) Configuring automatic language detection
- b) Adding alt text to images and tables
- c) Using simple, concise language
- d) Maintaining a consistent font size

Answer: b, c

Question: 7

What does tracking changes in Word allow you to do?

- a) See edits made by different reviewers
- b) Automatically correct grammar mistakes
- c) Compare two documents
- d) Encrypt the document

Answer: a

Question: 8

How can you ensure that macros are enabled in a document without compromising security?

- a) Always enable all macros
- b) Use the Trust Center settings to enable macros for trusted documents
- c) Enable macros manually each time you open a document
- d) Never enable macros

Answer: b

Question: 9

Advanced page setup options, such as mirror margins, can be set in the ___ dialog box.

- a) Layout
- b) Format
- c) Page Layout
- d) Page Setup

Answer: d

Question: 10

Why is it important to manage document versions?

- a) To keep track of edits and changes over time
- b) To increase the document's security
- c) To reduce the file size
- d) To change the document's formatting

Answer: a

Study Guide to Crack Microsoft MOS Word Expert (Office 2016) 77-726 Exam:

- Getting details of the 77-726 syllabus, is the first step of a study plan. This pdf is going to be of ultimate help. Completion of the syllabus is must to pass the 77-726 exam.
- Making a schedule is vital. A structured method of preparation leads to success. A candidate must plan his schedule and follow it rigorously to attain success.
- Joining the Microsoft provided training for 77-726 exam could be of much help. If there is specific training for the exam, you can discover it from the link above.
- Read from the 77-726 sample questions to gain your idea about the actual exam questions. In this PDF useful sample questions are provided to make your exam preparation easy.
- Practicing on 77-726 practice tests is must. Continuous practice will make you an expert in all syllabus areas.

Reliable Online Practice Test for 77-726 Certification

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Start Online practice of 77-726 Exam by visiting URL

<https://www.edusum.com/microsoft/77-726-microsoft-word-expert-office-2016>