Microsoft Office Expert Word

INDUSTRY-BASED CERTIFICATION DESCRIPTION

Candidates for the Microsoft Word Expert 2016 exam must have approximately 150 hours of instruction and hands-on experience with the product. Candidates should be able to 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 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.

The Microsoft Office Expert - Word certification exam measures the following domains: Managing Document Options and Settings, Designing Advanced Documents, Creating Advanced References,and Creating Custom Word Elements.

For additional information, visit the following link:
https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Certify/Word

VENDOR | CONTACT INFORMATION	ADDITIONAL INFORMATION	
Microsoft 1.888.999.9830 www.certiport.com/mos	Exam Name: Microsoft Office Expert Word *2013 and 2010 accepted as well Exam Webpage: https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Certify/Word Number of Questions: 26-37 questions Question Type: Live in the Application Exam Time: 50 minutes	Exam Site: Exam center- schools can be set up as testing center Exam Price: MOS voucher+ retake: $90.00 MOS Site license: $3,744.00 Candidate Requirements: https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Certify/Word Study Materials & Resources: Objective Domains can be found at the following link: https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Certify/MOS-2016