

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

Microsoft



1.888.999.9830



www.certiport.com/mos

ADDITIONAL INFORMATION

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>