



## MICROSOFT 77-726 STUDY GUIDE PDF

**Grab the Microsoft Word Expert (Office 2016) Certification PDF  
Questions & Answers**

**Details of the Exam-Syllabus-Questions**

**77-726**

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

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

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## Get an Overview of the Microsoft 77-726 Certification:

Who should take the [77-726 exam](#)? This is the first question that comes to a candidate's mind when preparing for the Word Expert (Office 2016) certification. The 77-726 certification is suitable for candidates who are keen to earn knowledge on the Microsoft 365 and grab their Microsoft Office Specialist - Word Expert (Office 2016). When it is about starting the preparation, most candidates get confused regarding the study materials and study approach. But 77-726 study guide PDF is here to solve the problem. 77-726 PDF combines some effective sample questions and offers valuable tips to pass the exam with ease.

## Why Should You Earn the Microsoft 77-726 Certification?

There are several reasons why one should grab the 77-726 certification.

- The Word Expert (Office 2016) certification proves to be one of the most recognized certifications.
- The certification badge proves the knowledge of the candidate regarding subject matters and makes his resume presentable to potential candidates.
- Thus earning the Microsoft Office Specialist - Word Expert (Office 2016) is a powerful qualification for a prosperous career.

## Microsoft 77-726 Certification Exam Structure

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	<a href="#">Pearson VUE</a>
Sample Questions	<a href="#">Microsoft Word Expert (Office 2016) Sample Questions</a>
Practice Exam	<a href="#">Microsoft 77-726 Certification Practice Exam</a>

## Enhance Knowledge with 77-726 Sample Questions:

### Question: 1

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: 2

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: 3

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: 4**

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**

**Question: 5**

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: 6**

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: 7**

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: 8**

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: 9**

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: 10**

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**

# What Study Guide Works Best in acing the Microsoft 77-726 Word Expert (Office 2016) Certification?

The 77-726 study guide is a combination of some proven study tips and the combination of all valuable study materials like sample questions, syllabus and practice tests in one place.

## Explore the Syllabus Topics and Learn from the Core:

If you are determined to earn success in the Word Expert (Office 2016) exam, getting in full touch of the [syllabus](#) is mandatory. During preparation, you might not like all syllabus sections or topics, but try to get at least the fundamental knowledge from the sections you don't like. The more you possess knowledge on all syllabus sections, the more is the chance to attempt maximum number of questions during the actual exam.

## Make Your Schedule:

Studying and completing the syllabus becomes easier, if you work on the syllabus topics after making a schedule. Your syllabus must mention what areas you want to cover and within what time. Once you make a schedule and follow it regularly, syllabus completion becomes easier and preparation becomes smoother.

## Get Expert Advice from the Training:

Do not forget to join the Microsoft 77-726 training if it is providing any. Training enhances the practical knowledge of a candidate, which helps them to work well in the practical field during projects.

## Get Access to the PDF Sample Questions:

If your study material is in a PDF format or the materials are mobile-friendly, what could be better than that? Get access to the free sample questions and keep enhancing your knowledge beyond the syllabus.

## **Avoid Dumps and utilize the Microsoft 77-726 Practice Test:**

Why should you rely on practice tests? The reason is simple: you must get familiar with the exam pattern before reaching the exam hall. An aspirant aware of the exam structure and time management during the exam preparation can perform well in the actual exam and attempt the maximum number of questions during the exam.

Many aspirants prefer to read from dumps, but they miss out on the self assessment method. Therefore, 77-726 practice tests always stand out to be the better choice than dumps PDF.

### **Avail the Proven 77-726 Practice Test for Success!!!**

Do you want to pass the 77-726 exam on your first attempt? Stop worrying; we, EduSum.com are here to provide you the best experience during your Microsoft Word Expert - Office 2016 preparation. Try out our free mock tests to get a glimpse of our quality study materials, and build your confidence with the premium [77-726 practice tests](#). Our expert-designed questions help you to improve performance and pass the exam on your first attempt.