



Experts

1. Jason Manibog

Senior Instructor

Jason Manibog, LearnKey's senior instructor, has spent over 15 years in the Information Technology arena as a trainer, consultant, and courseware writer. Jason is a Microsoft Certified Trainer with multiple certifications in Microsoft, CompTIA, and Adobe. Jason brings a wealth of real-world experience and the ability to explain things in very practical, real-life like terms to any class he teaches, courseware he writes, or e-Learning courses he develops. [\[Show less\]](#)

Word 2016 Expert (77-726) - In Browser Labs

Product Id (204069)

🕒 3h 51m 12s | 📁 Office 2016 | 📄 4 module(s) | 📶 All

✅ Has resources

Word 2016 Expert (77-726) is a course geared for those who want to gain Word Expert certification, through passing exam 77-726, and learn advanced Word skills, particularly in the areas of Word settings and working with longer documents. Using the theme of working through a term paper and other long documents, this course specifically addresses document options and settings, advanced documents, advanced references, and custom Word elements. This course is great for anyone looking to gain an employability edge for jobs requiring advanced Word skills.

A Certificate of Completion can be earned by scoring 80% or better on all Post-Assessments. A Badge can be earned by scoring 90% or better on all Post-Assessments.

Course content

Expand all

Collapse all

Session 1

🕒 29m 9s

Open

📄 Session 1 Pre-Assessment

📁 Word 2016 Expert (77-726) Resources

📄 Course Opening

🕒 1m 30s

Course Opening	🕒 11m 59s	Open
Manage Documents and Templates	🕒 14m 48s	Open
Prepare Documents for Review	🕒 5m 17s	Open
Manage Document Changes	🕒 7m 25s	Open
📄 Session 1 Labs		
📄 Session 1 Post-Assessment		

Session 2 🕒 16m 7s [Open](#)

📄 Session 2 Pre-Assessment		
Advanced Editing and Formatting	🕒 12m 1s	Open
Create Styles	🕒 4m 6s	Open
📄 Session 2 Labs		
📄 Session 2 Post-Assessment		

Session 3 🕒 21m 37s [Open](#)

📄 Session 3 Pre-Assessment		
Create and Manage Indexes	🕒 4m 52s	Open
Create and Manage References	🕒 8m 2s	Open
Mail Merge	🕒 8m 43s	Open
📄 Session 3 Labs		
📄 Session 3 Post-Assessment		

Session 4 🕒 25m 19s [Open](#)

📄 Session 4 Pre-Assessment		
Building Blocks, Macros, and Controls	🕒 10m 42s	Open
Custom Style Sets and Templates	🕒 6m 56s	Open
Internalization and Accessibility	🕒 7m 41s	Open

 Session 4 Labs

 Session 4 Post-Assessment

Our Why

It's all about the "Why". At LearnKey that is Improving Employability Every Day. How we do that is through in-demand workforce solutions including career certification programs & learning solutions for every type of enterprise.

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 Contact Information

35 N Main St.
St. George
Utah 84770
USA

 Email

clientservices@learnkey.com