

# Microsoft Office Specialist – MOS Word Associate

## Description

Demonstrate that you have the skills needed to get the most out of Word by earning the Microsoft Office Specialist (MOS): Word Associate Certification. This certification demonstrates competency in the correct application of the principle features of Word by creating and editing documents for a variety of purposes and situations.

## Course Content

### Module 1: Manage documents

- Navigate within documents
  - Search for text
  - Link to locations within documents
  - Move to specific locations and objects in documents
  - Show and hide formatting symbols and hidden text
- Format documents
  - Set up document pages
  - Apply style sets
  - Insert and modify headers and footers
  - Configure page background elements
- Save and share documents
  - Save documents in alternative file formats
  - Modify basic document properties
  - Modify print settings
  - Share documents electronically
- Inspect documents for issues
  - Locate and remove hidden properties and personal information
  - Locate and correct accessibility issues
  - Locate and correct compatibility issues

### Module 2: Insert and format text, paragraphs, and sections

- Insert text and paragraphs
  - Find and replace text
  - Insert symbols and special characters
- Format text and paragraphs
  - Apply text effects
  - Apply formatting by using Format Painter
  - Set line and paragraph spacing and indentation
  - Apply built-in styles to text
  - Clear formatting
- Create and configure document sections
  - Format text in multiple columns
  - Insert page, section, and column breaks
  - Change page setup options for a section

### Module 3: Manage tables and lists

- Create tables
  - Convert text to tables
  - Convert tables to text
  - Create tables by specifying rows and columns
- Modify tables
  - Sort table data
  - Configure cell margins and spacing
  - Merge and split cells
  - Resize tables, rows, and columns
  - Split tables
  - Configure a repeating row header
- Create and modify lists
  - Format paragraphs as numbered and bulleted lists
  - Change bullet characters and number formats
  - Define custom bullet characters and number formats
  - Increase and decrease list levels
  - Restart and continue list numbering
  - Set starting number values

#### **Module 4: Create and manage references**

- Create and manage reference elements
  - Insert footnotes and endnotes
  - Modify footnote and endnote properties
  - Create and modify bibliography citation sources
  - Insert citations for bibliographies
- Create and manage reference tables
  - Insert tables of contents
  - Customize tables of contents
  - Insert bibliographies

#### **Module 5: Insert and format graphic elements**

- Insert illustrations and text boxes
  - Insert shapes
  - Insert pictures
  - Insert 3D models
  - Insert SmartArt graphics
  - Insert screenshots and screen clippings
  - Insert text boxes
- Format illustrations and text boxes
  - Apply artistic effects
  - Apply picture effects and picture styles
  - Remove picture backgrounds
  - Format graphic elements
  - Format SmartArt graphics
  - Format 3D models
- Add text to graphic elements
  - Add and modify text in text boxes
  - Add and modify text in shapes

- Add and modify SmartArt graphic content
- Modify graphic elements
  - Position objects
  - Wrap text around objects
  - Add alternative text to objects for accessibility

## **Module 6: Manage document collaboration**

- Add and manage comments
  - Add comments
  - Review and reply to comments
  - Resolve comments
  - Delete comments
- Manage change tracking
  - Track changes
  - Review tracked changes
  - Accept and reject tracked changes
  - Lock and unlock change tracking

## **Lab / Exercises**

- Practical exercises will be given during and at the end of each module

## **Documentation**

- Digital courseware included

## **Exam**

- This course prepares you for the MO-100 exam: Microsoft Word 2019 / 365
- Exam voucher included in the course price

## **Participant profiles**

- Anyone in need to master the main functions offered by Word software
- Anyone who want to be certified Microsoft Office Specialist (MOS): Word Associate

## **Prerequisites**

- No prerequisites

## **Objectives**

- Manage documents
- Insert and format text, paragraphs, and sections
- Manage tables and lists
- Create and manage references
- Insert and format graphic elements
- Manage document collaboration

## **Niveau**

Fondamental

## **Classroom Registration Price (CHF)**

1450

## **Virtual Classroom Registration Price (CHF)**

1350

**Duration (in Days)**

2

**Reference**

MOS-WA