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