
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.

Niveau

Fondamental

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
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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

Classroom Registration Price (CHF)

1450

Virtual Classroom Registration Price (CHF)

1350

Duration (in Days)

2

Reference

MOS-WA