

Microsoft Office Specialist – MOS Word Expert

Description

We prepare you for the Microsoft Office Specialist (MOS) certification: Word Expert

This course prepares you to take the official Microsoft MO-101: Microsoft Word 365 / 2019 Expert exam.

Discover how to use the advanced features of Microsoft Word

Microsoft Word is undoubtedly an integral part of the tools most used in business office automation, mainly for its text editing functions. This training will give you the keys to go further in your use of Microsoft Word and thus allow you to improve your knowledge and expertise with this tool.

Demonstrate that you have the skills to get the most out of Word by earning the Microsoft Office Specialist: Word Expert certification. This certification demonstrates skills in creating and managing professional documents for a variety of specialized purposes and situations.

Course Content

Lesson 1: Managing documents and templates

- Modifying existing templates
- Copying custom styles, macros, and building blocks to other documents or templates
- Managing document versions
- Comparing and combining multiple documents
- Linking to external document content
- Enabling macros in a document
- Displaying hidden ribbon tabs
- Changing the application default font

Lesson 2: Preparing documents for review

- Restricting editing
- Marking a document as final
- Protecting a document with a password

Lesson 3: Managing document changes

- Tracking changes
- Managing tracked changes
- Locking or unlocking tracking
- Adding comments
- Managing comments

Lesson 4: Performing advanced editing and formatting

- Finding and replacing text by using wildcards and special characters
- Finding and replacing formatting and styles
- Setting advanced page setup layout options

- Linking text boxes
- Setting paragraph pagination options
- Resolving style conflicts by using Paste Options

Lesson 5: Create styles

- Creating paragraph and character styles
- Modifying existing styles

Lesson 6: Creating and managing indexes

- Marking index entries
- Updating indexes

Lesson 7: Creating and managing references

- Customizing a table of contents
- Inserting and modifying captions
- Creating and modifying a table of figures

Lesson 8: Managing forms, fields, and Mail Merge operations

- Adding custom fields
- Modifying field properties
- Performing mail merges
- Managing recipient lists
- Inserting merged fields
- Previewing merge results

Lesson 9: Creating and modifying building blocks, macros, and controls

- Creating Quick Parts
- Managing building blocks
- Creating and modifying simple macros
- Inserting and configuring content controls

Lesson 10: Creating custom style sets and templates

- Creating custom color sets
- Creating custom font sets
- Creating custom themes
- Creating custom style sets

Lesson 11: Preparing a document for internationalization and accessibility

- Configuring language options in documents
- Adding alt text to document elements
- Managing multiple options for +Body and +Heading fonts
- Utilizing global content standards

Lab / Exercises

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

Documentation

- Digital courseware included

Exam

- This training prepares you for the MO-101 exam: Microsoft Word 2019 / 365 Expert
- Exam voucher included in the course price

Participant profiles

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

Prerequisites

- Participants should have already well-practiced on Office softwares

Objectives

- Manage documents options and settings
- Design advanced documents
- Create advanced references
- Create customized Word elements

Niveau

Expert

Classroom Registration Price (CHF)

2100

Virtual Classroom Registration Price (CHF)

1950

Duration (in Days)

3

Reference

MOS-WE