

# 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.

## Niveau

Expert

## 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

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**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

**Classroom Registration Price (CHF)**

2100

**Virtual Classroom Registration Price (CHF)**

1950

**Duration (in Days)**

3

**Reference**

MOS-WE