



PREPARATION FOR THE MS OFFICE SPECIALIST CERTIFICATION EXAM (77418)

Course Overview These courses provide trainees with all the basic through advance skills to create, manage, edit and maintain documents using MS Word. These courses will also prepare trainees for the Microsoft Office Specialist certification exam.

Word Basic Level Lessons/Topics	Word Intermediate Level Lessons/Topics:	Word Advanced Level Lessons/Topics:
<p><u>Performing Basic Tasks in Word</u></p> <ul style="list-style-type: none"> • Creating and opening documents • Copying, cutting and pasting text • Saving a document • Printing a document <p><u>Editing and Formatting in Word</u></p> <ul style="list-style-type: none"> • Checking spelling and grammar • Finding and replacing terms • Formatting fonts • Changing the style of text <p><u>Structuring a Document in Word</u></p> <ul style="list-style-type: none"> • Modifying margins and paper size • Adding a header and footer • Adding page numbers • Configuring paragraph spacing <p><u>Adding Lists and Objects in Word</u></p> <ul style="list-style-type: none"> • Creating lists • Working with Hyperlinks • Inserting the date and time • Adding digital signatures <p><u>Using Tables in Word</u></p> <ul style="list-style-type: none"> • Organizing data using tables • Inserting cells, columns, and rows • Splitting and merging table cells • Adjusting table styles 	<p><u>Advanced Formatting:</u></p> <ul style="list-style-type: none"> • Apply, modify, and save a theme • Create a background for a page • Adjust the spacing of a document • Adjust AutoFormat settings • Use paste special options • Adjust the tabs within a document <p><u>Navigating and Reviewing Docs</u></p> <ul style="list-style-type: none"> • Search and navigate a document • Reorganize & add document headings • Configure AutoCorrect settings • Configure grammar & spelling options • Add, edit, & modify comments • Track changes and review markup <p><u>Customizing Document Layout</u></p> <ul style="list-style-type: none"> • Arrange text into columns • Use page and section breaks • Arranging objects on a page • Create a macro • Use Quick Parts <p><u>Inserting & Formatting Graphics</u></p> <ul style="list-style-type: none"> • Insert and edit a picture • Add screenshots to a document • Add graphical objects to a document • Create a text box • Use pictures from online sources • Online sources videos 	<p><u>Advanced Table Customization</u></p> <ul style="list-style-type: none"> • Move columns and rows of a table • Resize a row, column, or cell in a table • Sort data in a table • Use formulas in a table • Integrating tables within a page <p><u>Reference Tools and Mail Merge</u></p> <ul style="list-style-type: none"> • Add a table of contents to a document • Endnotes and footnotes to a document • Citations & bibliography in a document • Perform a mail merge <p><u>Adjusting Docs Views & Customizing the Appearance</u></p> <ul style="list-style-type: none"> • Document Magnification • Multiple document view • Create doc with subdocuments • Ribbon & Quick Access Toolbar <p><u>Sharing and Collaboration</u></p> <ul style="list-style-type: none"> • Protect a document • Work with draft versions • Share a document • Create a PDF document • Work with blogs

What is Included

We are committed to providing quality training and support. Our training includes the following:

- **One Year Access-** All trainees will have 1year 24/7 access to training portal
- **Textbook(s) and authors:** Access to the online certification reference manuals
- **E-Reference Library-** One year 24/7 access to E-Reference library. This library will allow trainees to have access to additional reading books and materials in a variety of subject matters.
- **Exercises:** A series of exercises that will assess your comprehension and application of the principles covered in the course. Once you answer the assignment questions, you may compare your answers to the answer key and review any incorrect question subjects.
- **Lesson Quizzes/Tests:** Upon completion of each lesson and exercises, there is a lesson Quiz. These quizzes will assess your comprehension of the concepts covered within the lesson presentations. The grade achieved on these quizzes will be saved in your training portal so that you can track your progress as you take the course.
- **Final Exam:** Upon completion of all the activities in the course, there is a final exam. The exam will focus on all the material covered throughout the course, including reading assignments. The results achieved on the final exam will be saved in the grade section of your training portal for your review.
- **Exam Prep** To test your knowledge on the skills and competencies being measured by the vendor certification exam. Test Prep can be taken in either Study or Certification mode.
 - **Study Mode** is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented.
 - **Certification Mode** is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.
- **Technical Support** You will also have access to Instructional and Technical Support. Support may be reached as follows:
 - **Chat:** clicking the icon in the online classroom entitled, 'Connect with Support.' A help desk specialist is available Monday-Saturday via instantaneous chat mode.
 - o Monday-Thursday 8am-11pm
 - o Friday 8am-6pm
 - o Saturday 11am-6pm
 - **E-Mail:** During those hours when online support is not available, instructional support will contact you within 24 business hours.

CALL TO SCHEDULE YOU COMPLEMENTARY

CERT COACHING SESSION 866-700-3636

**REGULAR PRICE FOR ALL COURSES PURCHASED SEPARATLY \$1,200.00
PACKAGE DISCOUNT RATE \$999.00**