**Preparation for part of the
Microsoft Office Specialist**
(77-418) certification exam

Course Description-In this course, you will learn about the features that make it easier to format documents, such as: themes, page backgrounds, adjusting paragraphs, and Auto-Formatting text. You will learn how to break your document into multiple sections so you can alter aspects of a page - including page orientation, numbering, and headings - from one section to the next. You will work with features such as inserting: columns, tables, pictures, shapes, WordArt, SmartArt, screenshots, text boxes, and even online video to documents. You will learn how to navigate, search, and review your document and how to use the AutoCorrect options to customize spelling and grammar options. Also covered is collaborating documents and using the various reviewing features.

Prerequisite-Word Basic

* Introduction to Windows, Microsoft Word Basic

Expected Learning Outcomes: Upon completion of the course, students are expected to be able to:

1. Apply and manage advanced formatting tools.
2. Configure edit option settings.
3. Review and manage documents using options from the Review tab.
4. Sequence the steps to create columns and sections breaks within a document.
5. Sequence the steps to create macros.
6. Describe ways to add images, text boxes, and graphical elements to a document.
7. Sequence the steps to insert online content such as photos and videos.

Lessons/Topics:
Advanced Formatting

- 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

Navigating and Reviewing Documents:

- Search and navigate a document
- Reorganize and add document headings
- Configure AutoCorrect settings
- Configure grammar and spelling options
- Add, edit, and modify comments
- Track changes and review markup

Customizing Document Layout

- Arrange text into columns
- Use page and section breaks
- Use tools to arrange objects on a page
- Create a macro
- Use Quick Parts

Lesson 4: Inserting and Formatting Graphics

- 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
- Insert video content from online sources

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

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