

Course syllabus

CATEGORY

Vypnuté kurzy

TRAINING FORMAT

In Bratislava or online
with a lecturer

PRICE EXCL. VAT

180,00 €

PRICE INCL. VAT

221,40 €

including 23 % VAT

Word Expert MOS Preparation Course for MO-101 Certification

Clear overview of course topics, training scope and key information.

Prepare for Microsoft Office Specialist: Word Expert certification (Word 365 and Word 2019). Gain the knowledge needed to complete Word certification - Exam MO-101. This course is intended mainly to complete knowledge of Word. We do not recommend taking it without knowledge of Word. The course shows an exam model simulating real certification. We will provide practical advice on how to master the certification. The course is conducted in Slovak, but in the English version of Word, because the certification exam itself takes place in the English version of the program. The course takes place in Office 365 and Office 2019 package programs. The certification exam with subsequent Microsoft certificate is not included in the price of this course and must be purchased separately. If you are interested in finding out more, read detailed information about MOS certification

COURSE CONTENT

01

Organizing Document Options and Settings

Organizing a document and templates Preparing a document for review
Changing language settings

02

Using Advanced Editing and Formatting Options

Find, replace and insert document content Changing paragraph layout
settings Creating and managing styles

03

Creating Custom Document Elements

Creating and modifying the ribbon Creating custom design elements Creating
and managing tables and schemes

Using Advanced Word Options

Managing forms, fields and settings Creating and changing macros Mail merge

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

<https://www.macrosoft.sk/en/courses/word-expert-mos>