

Course syllabus

CATEGORY

Vypnuté kurzy

TRAINING FORMAT

In Bratislava or online
with a lecturer

PRICE EXCL. VAT

120,00 €

PRICE INCL. VAT

147,60 €

including 23 % VAT

Word Associate MOS Preparation Course for MO-100 Certification

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

Prepare for Microsoft Office Specialist: Word Associate certification (Word 365 and Word 2019). Gain the knowledge needed to complete Word certification - Exam MO-100. 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 a Document

Navigation in a document Formatting a document Saving and sharing a document Checking a document

02

Inserting and Formatting Text, Paragraphs and Sections

Inserting text and paragraphs Formatting text and paragraphs Creating and setting document sections

03

Organizing Tables and Lists

Creating tables Editing tables Creating and editing lists

04

Creating and Organizing References

Creating and organizing reference marks Creating and organizing simple references

05

Inserting and Formatting Graphic Elements

Inserting illustrations and text boxes Formatting illustrations and text boxes
Adding text to graphic elements Changing graphic elements

06

Organizing Collaboration in a Document

Adding and managing comments Managing track changes

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-mos>