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MS Word Expert Certification Guide (Office 365 & 2019 Series) [Exam MO-101] (3271)

Course Specifications

Course Number: CCI98-019_rev1.0
Course Length: 20-35 Hours

Course Description

Microsoft Word Expert teaches students how to use a variety of intermediate and advanced features to create and format business documents including online forms and personalized mailings. Students also learn to automate tasks, work with templates, and create custom design elements.

Students who complete this course will have reviewed all the exam objectives and be prepared to take the Microsoft Office Specialist Word Expert Exam #MO-101. Successful completion of the certification exam validates the knowledge and skill sets for individuals seeking employment or advancement in their careers.

Prerequisites: This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the Microsoft Windows course or have equivalent Microsoft Windows knowledge and experience.

- Start and Run Windows
- Use The Taskbar
- Use The Start Button
- Use The Help Feature
- Use Minimize, Restore Down/Maximize, or Close

Course Content

Lesson 1: Using Advanced Design Elements

Customizing Templates
Sharing Template Tools
Working with Styles
Creating Styles
Modifying Styles
Styles, Structure, and Navigation
Customizing Document Design Elements
Customizing Themes
Customizing Color Sets
Customizing Font Sets
Customizing Style Sets
Managing Multiple Font Options
Searching for Specific Information

Searching with Wildcards
Finding and Replacing Formatting
Controlling the Text Flow
Text Flow Options
Using Hyphenation
Using Line Numbers

Lesson 2: Managing Documents

Importing and Linking to External Content
Importing External Data as an Object
Importing External Data as Text
Comparing and Combining Documents
Combining Documents
Resolving Style Conflicts
Managing Document Versions
Protecting Documents
Encrypting a Document with a Password
Restricting Editing

Lesson 3: Using Productivity Tools

Customizing Global Settings
Customizing the Quick Access Toolbar
Displaying Hidden Ribbon Tabs
Setting the Default Font
Setting Up Forms
Creating Online Forms
Inserting Content Controls
Configuring Content Control Properties
Adding Help Tips
Locking the Form
Working with Building Blocks
Using Quick Parts
Using the Building Blocks Organizer
Creating Macros
Configuring Security for Macros
Recording Macros
Editing and Organizing Macros
Editing in the Visual Basic Editor
Organizing Macros

Lesson 4: Working with Advanced References

Accommodating a Global Audience
Configuring Language Options
Adding Document References
Using Captions
Inserting a Table of Figures
Creating Indexes
Index Entry Types

Marking Index Entries
Generating an Index
Understanding Mail Merge
Understanding Recipient Lists
Managing Recipient Lists
Understanding Main Documents
Inserting Merge Fields
Finishing the Merge