

Microsoft®

# Word

## Associate Certification

Exam MO-100

### Course Description

*Microsoft Word* teaches the skills necessary to create, modify, enhance, and manage a wide variety of documents such as letters, forms, and newsletters.

Students who complete this course will have reviewed all the exam objectives and be prepared to take the Microsoft Office Specialist Word Exam #MO-100. Successful completion of the certification exam validates the knowledge and skill sets for individuals seeking employment or advancement in their careers.

**Suggested Course Length: 30-45 Hours**

### Course 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
- use the left and right mouse buttons appropriately
- understand file management techniques
- navigate between files, folders, or drives

**Lesson 1: Getting Started**

What Is Word?

Looking at the Screen

- Accessing Commands and Features

- Using the Backstage

Working with Text

- Moving Around in a Document

Working with Documents

- Creating a New Document

- Switching Between Documents

- Saving Documents

- Closing a Document

- Opening a Document

**Lesson 2: Manipulating Text**

Changing the View

- Adjusting the View

- Using Show/Hide ¶

- Splitting the Window

Selecting Text

- Selecting Consecutive Text

- Selecting Non-Consecutive Text

Working with Text

- Using Undo

- Using Repeat or Redo

- Inserting Special Characters

- Using Cut, Copy, and Paste

Finding and Replacing Items

- Finding Items

- Replacing Items

**Lesson 3: Formatting Text and Paragraphs**

Formatting Characters

- Using the Font Dialog Box

Formatting Paragraphs

- Aligning Text

- Changing the Spacing

- Indenting Paragraphs

- Setting Tabs

- Using the Format Painter

Formatting with Styles

- Using Quick Styles

- Using the Styles Pane

Organizing List Information

- Customizing the Lists

- Creating a Multilevel List

**Lesson 4: Formatting Documents to Print**

Modifying the Page Setup

- Changing the Paper Size

- Changing the Orientation

- Changing the Margins

- Inserting Page Breaks

- Working with Section Breaks

- Working with Columns

Using Headers and Footers

- Inserting Page Numbers

- Creating Headers and Footers

Working with Document Style

- Elements

- Adding Watermarks

- Adding Background Colors

- Adding Page Borders

- Applying Themes

- Using Document Style Sets

**Lesson 5: Distributing Documents**

Proofing Your Document

Navigating with References

- Using the Navigation Pane

- Using the Go To Command

- Working with Hyperlinks

- Creating Bookmarks

Navigating within Documents

- Using the Navigation Pane

- Using the Go To Command

Preparing to Print

Inspecting a Document

- Maintaining Compatibility

- Using the Document Inspector

- Checking Documents for

- Accessibility

- Maintaining Compatibility

Sharing Documents

- Share Documents Electronically

- Changing Link Settings

- Sharing Documents Stored in

- OneDrive - Personal

**Lesson 6: Using Tables**

Working with Tables

Inserting a Table

- Working with Text

- Formatting the Table

Modifying Tables

- Adjusting the Width or Height

- Inserting Rows, Columns or

- Cells

- Deleting Rows, Columns or

- Cells

- Merging and or Splitting Cells

- Setting Row Headings

- Using Table Styles

- Modifying Cells

Converting Tabular Information

- Converting a Table to Text

- Converting Text to a Table

Sorting Data

**Lesson 7: Working with Illustrations**

Inserting Images

- Inserting Picture Files

- Inserting Screenshots

- Manipulating Pictures

Working with Shape Objects

- Drawing Shapes

- Using Text Boxes

- Manipulating Shapes

Using SmartArt

- Using the Text Pane

- Manipulating the SmartArt

Working with 3D Models

- Inserting 3D Models

- Formatting 3D Models

**Lesson 8: Reference Creation and Document Collaboration**

Why Use References?

Using Footnotes and Endnotes

Inserting Citation Sources

- Inserting a Bibliography

- Managing Your Sources

Creating a Table of Contents

- Updating the Table of Contents

Document Collaboration

- Working with Comments

- Adding Comments

- Reviewing Comments

- Replying to Comments

- Resolving Comments

- Deleting Comments

Using Track Changes

- Reviewing Tracked Changes

- Accepting and Rejecting

- Tracked Changes

- Locking and Unlocking Change

- Tracking