

Microsoft®

Word 2019/365

Associate Certification Guide

Courseware 3270

Exam MO-100

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Course Description

This *Microsoft Word 2019/365 Associate Certification Guide* 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

About this Courseware

Courseware Description
 Course Design
 Course Objectives
 Conventions and Graphics

Lesson 1: Getting Started

Lesson Objectives
 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 Summary
 Review Questions

Lesson 2: Manipulating Text

Lesson Objectives
 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 Summary
 Review Questions

Lesson 3: Formatting Text and Paragraphs

Lesson Objectives
 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 Summary
 Review Questions

Lesson 4: Formatting Documents

Lesson Objectives
 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 Summary
 Review Questions

Lesson 5: Managing Documents

Lesson Objectives
 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 Summary
 Review Questions

Lesson 6: Using Tables

Lesson Objectives
 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 Summary
 Review Questions

Lesson 7: Working with Illustrations and Shapes

Lesson Objectives
 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 Summary
 Review Questions

Lesson 8: Using References and Document Collaboration

Lesson Objectives
 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

Lesson Summary

Review Questions

Appendices

Appendix A: Courseware Mapping

Appendix B: Glossary of Terms

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