

Microsoft®

Word

Expert Certification

Exam MO-101

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.

Suggested Course Length: 20-35 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: 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