

## Word Expert MOS (Microsoft Office Specialist) Certification Preparation

This workshop prepares you for an expert MOUS (Microsoft Office User Specialist) certificate in Word. Once you are MOUS certified, you have an industry recognized stamp of approval that you are an expert with Word.

Getting certified in Word has two benefits. It is proof to yourself and others that you are a trained expert in word processing, and it ensures that you have the skills to get more out of the software so that you can reduce wasted time. Included with this 1-day workshop is:

- self study material to prepare for the MOUS certification program,
- one-hour of free telephone help with a certified Word Expert,
- and one opportunity to take the MOUS examination at our testing centre.

WORKSHOP ID: 16 | LENGTH: 1 DAY | TIME: 9:00AM-4:30PM | FEE: \$495/PERSON + GST

### Courseware Outline

#### CREATE WEB DOCUMENTS

- Check styles in use
- Reveal formatting
- Work with web pages
- Create hyperlinks
- Save as web pages
- Apply themes
- Use digital signatures

#### MANAGE LONG DOCUMENTS

- Create master documents from an outline
- Edit master documents
- Insert subdocuments
- Manage subdocuments
- Add footnotes and endnotes

#### WORK WITH LISTS

- Sort lists
- Sort paragraphs
- Sort tables
- Link and embed worksheets
- Edit linked objects
- Import documents
- Import data into a chart

#### CREATE FORMS

- Create help for form fields
- Save forms as templates
- Protect forms from changes
- Filling in forms

#### BOOKMARKS AND CROSS-REFERENCES

- Insert bookmarks and cross-references
- Create bookmarks & cross-references
- Move to a bookmark

#### INDEX & TABLES

- Create an index
- Mark index entries
- Using concordance files
- Update & edit an index
- Create a table of contents
- Update a table of contents

#### AUTOMATE REPETITIVE TASKS

- Understand macros
- Record macros
- Run and edit macros

#### MANIPULATE GRAPHICS

- Insert graphics
- Select, move and size graphics
- Wrap text around pictures
- Add other graphics
- Use Wordart
- Insert watermarks
- Create a drop cap

#### CREATE DRAWINGS

- Drawing lines or rectangles
- Add AutoShapes
- Insert text boxes
- Edit objects
- Arrange objects
- Enhance objects
- Fill and color objects

### Basic Skills Checklist

You should attend the Word core MOUS certification workshop or complete module level 1 and 2 before you register for this workshop. We recommend that you also complete the included level 3 self-study courseware prior to taking the expert MOUS certification test.

### Call Now or Visit Our Website to Register

Toronto (416) 929-8324 (Dial 1 For Customer Service)  
Toll Free 1800-654-3251  
Register Online <http://www.edtech.ca/course.asp?id=16>