Microsoft
Word
WORD CORE MOUS CERTIFICATION PREPARATION™

WORD CORE MOS (MICROSOFT OFFICE SPECIALIST) CERTIFICATION PREPARATION

A MOS certificate is proof to yourself and others that you are trained and competent in word processing, and 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: 28 | WORKSHOP LENGTH: 1 DAY | TIME: 9:00AM-4:30PM | FEE: $495/PERSON + GST

COURSEWARE OUTLINE

INTRODUCTION
- The word screen
- Use menus & toolbars
- Enter and edit text
- Create/save a document
- Open and close documents
- Switch documents

FORMAT TEXT
- Select and edit text
- Use undo and redo
- Use cut, copy and paste
- Use drag-and-drop
- Format fonts

FORMAT PARAGRAPHS
- Format & align paragraphs
- Set and align tabs
- Add bullets and numbering
- Create outlines

FORMAT DOCUMENTS
- Create headers/footers
- Format with styles
- Control the text flow
- Work with columns

FORMAT THE PAGE
- Change the paper size
- Change margins
- Insert page numbering
- Insert page breaks
- Add borders and shading

PROOF YOUR DOCUMENTS
- Use autocorrect
- Check spelling/grammar
- Using the thesaurus
- Insert the date and time
- Use Autotext
- Find and replace items

CUSTOMIZE WORD
- Customize Word
- Customize the toolbars
- Customize menus
- Create a new menu
- Customize the view

GET READY TO PUBLISH
- Print documents
- Preview the document
- Create envelopes labels

- Create and view web ready documents

WORK WITH TABLES
- Work with tables
- Format tables
- Using Autoformat
- Convert text to a table
- Add formulas to tables

WORK WITH OBJECTS
- Insert pictures
- Manipulate pictures
- Working with charts
- Draw diagrams

COLLABORATE
- Compare documents
- Send a document for review
- Work with versions
- Protect documents

MERGE DOCUMENTS
- Create a mail merge
- Use an old merge file
- Merge to envelopes or labels

BASIC SKILLS CHECKLIST

No previous knowledge of Word is required. Before attending this workshop, you should be able to size and move windows, make menu choices, use cut and paste, and manage documents with Windows Explorer. It is recommended but not required to complete the included level 1 and level 2 self-study courseware prior to taking the 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=28