MOS WORD

Microsoft Office Specialist (Word 2003)

2 Day Programme

MOS Word is just one qualification available from the range of Microsoft Business Certifications (MSBC). These are Microsoft's official certifications to validate computer skills using Microsoft Office desktop applications and Windows Vista and are an industry standard giving a qualification that is recognised throughout the world. It provides proof that an individual has the computing skills in Microsoft Office needed to work more productively and efficiently.

Although we will cover all of the exam topics, the 2-day training programme will not purely be exam focused. We deliver the training from a 'user-perspective thus ensuring that you benefit as much as possible from the training programme – gain a word-wide recoginsed qualification, and be far more efficient as a user of the application.

MOS Word is the first level of the MOS Word qualification – a more advanced level is also available – MOS Word Expert (See below).

Creating Content

- ✓ Insert and edit text, symbols and special characters
- ✓ Insert frequently used and pre-defined text
- ✓ Navigate to specific content
- ✓ Insert, position and size graphics
- ✓ Create and modify diagrams and charts
- ✓ Locate, select and insert supporting information

Organising Content

- ✓ Insert and modify tables
- ✓ Create bulleted lists, numbered lists and outlines
- ✓ Insert and modify hyperlinks

Formatting Content

- ✓ Format text
- ✓ Format paragraphs
- ✓ Apply and format columns

- ✓ Insert and modify content in headers and footers
- ✓ Modify document layout and page setup

Collaborating

- ✓ Circulate documents for review
- ✓ Compare and merge documents
- ✓ Insert, view and edit comments
- ✓ Track, accept and reject proposed changes

Formatting and Managing Documents

- ✓ Create new documents using templates
- ✓ Review and modify document properties
- ✓ Organise documents using file folders
- ✓ Save documents in appropriate formats for different uses
- ✓ Print documents, envelopes and labels
- ✓ Preview documents and Web pages
- ✓ Change and organise document views and windows