MOS – Microsoft Office Specialist WORD EXPERT

Microsoft Office Specialist Exam Skill Standard
2 Day Programme

This course is designed for Intermediate / Advanced users of Microsoft Word who would like to hold a recognised qualification to reflect their expertise. You should have attended training to an Intermediate level and be using Microsoft Word on a regular basis prior to attending this training programme.

We will cover in detail all of the Advanced feature of MS Word, including Advanced Formatting options, Mail Merge, working with graphics and charts, utilising the review tools etc. Although it is recommended that you firstly complete the MOS Word Core training and exam prior to attempting the MOS Word Expert, it is not necessary to do so.

Working with paragraphs

- ✓ Apply paragraph and section shading
- ✓ Use text flow options (Windows/Orphans options and keeping lines together)
- ✓ Sort lists, paragraphs, tables Import a table from an HTML file

Working with documents

- ✓ Create and modify page borders
- ✓ Format first page differently than subsequent pages
- ✓ Use bookmarks
- ✓ Create and edit styles
- ✓ Create watermarks
- ✓ Use find and replace with formats, special characters and non-printing elements
- ✓ Balance column length (using column breaks appropriately)
- ✓ Create or revise footnotes and endnotes
- ✓ Work with master documents and subdocuments
- ✓ Create and modify a table of contents
- ✓ Create cross-reference
- ✓ Create and modify an index

Using tables

- ✓ Embed worksheets in a table
- ✓ Perform calculations in a table
- ✓ Link Excel data as a table
- ✓ Modify worksheets in a table

Working with pictures and charts

- ✓ Add bitmapped graphics
- ✓ Delete and position graphics
- ✓ Create and modify charts
- ✓ Import data into charts

Using mail merge

- ✓ Create main document
- ✓ Create data source
- ✓ Sort records to be merged
- ✓ Merge main document and data source
- ✓ Generate labels
- ✓ Merge a document using alternate data sources

Using advanced features

- ✓ Insert a field
- ✓ Create, apply and edit macros
- ✓ Copy, rename, and delete macros
- ✓ Create and modify form
- ✓ Create and modify a form control (e.g., add an item to a drop-down list)
- ✓ Use advanced text alignment features with graphics
- ✓ Customize toolbars

Collaborating with workgroups

- ✓ Create and format tables
- ✓ Insert comments
- ✓ Protect documents
- ✓ Create multiple versions of a document
- ✓ Track changes to a document
- ✓ Set default file location for workgroup templates