



Preparation for part of the Microsoft Office Specialist

(77-418) certification exam

Course Overview: In this course, students will learn how to create professional-looking documents using Microsoft Word. There are numerous options that allow customization of document appearance. Students will learn how to enhance the appearance of text by using different formatting and font options. A number of different objects can be added to documents to help increase readability and functionality, and also improve their appearance. For example, tables are a great way of sorting and organizing data to make it easier to read and analyze. Students will learn how to insert tables into a document, enter text into a table, and edit tables.

Prerequisite-Individuals wanting to take this program should have a basic knowledge of

Expected Learning Outcomes: Upon completion of the course, students are expected to be able to:

1. Perform Basic Tasks in Word
2. Sequence the steps to create and save documents.
3. State the correct way to cut/copy, and paste text using the Ribbon.
4. Identify how to change the appearance of text in a document using options on the Ribbon.
5. Sequence the steps to add headers, footers, and page numbering to a document.
6. Describe ways to create lists in documents.
7. Describe ways to add hyperlinks to documents.
8. Sequence the steps to create a table in a document.

Lessons/Topics

Lesson 1: Performing Basic Tasks in Word

- Creating and opening documents
- Copying, cutting and pasting text
- Saving a document
- Printing a document

Lesson 2: Editing and Formatting in Word

- Checking spelling and grammar
- Finding and replacing terms
- Formatting fonts
- Changing the style of text

Lesson 3: Structuring a Document in Word

- Modifying margins and paper size
- Adding a header and footer
- Adding page numbers
- Configuring paragraph spacing

Lesson 4: Adding Lists and Objects in Word

- Creating lists
- Working with Hyperlinks
- Inserting the date and time
- Adding digital signatures

Lesson 5: Using Tables in Word;

- Organizing data using tables
- Inserting cells, columns, and rows
- Splitting and merging table cells
- Adjusting table styles

What is Included

We are committed to providing quality training and support. Our training includes the following:

- **One Year Access-** All trainees will have 1year 24/7 access to training portal
- **Textbook(s) and authors:** Access to the online certification reference manuals
- **E-Reference Library-** One year 24/7 access to E-Reference library. This library will allow trainees to have access to additional reading books and materials in a variety of subject matters.
- **Exercises:** A series of exercises that will assess your comprehension and application of the principles covered in the course. Once you answer the assignment questions, you may compare your answers to the answer key and review any incorrect question subjects.
- **Lesson Quizzes/Tests:** Upon completion of each lesson and exercises, there is a lesson Quiz. These quizzes will assess your comprehension of the concepts covered within the lesson presentations. The grade achieved on these quizzes will be saved in your training portal so that you can track your progress as you take the course.
- **Final Exam:** Upon completion of all the activities in the course, there is a final exam. The exam will focus on all the material covered throughout the course, including reading assignments. The results achieved on the final exam will be saved in the grade section of your training portal for your review.
- **Exam Prep** To test your knowledge on the skills and competencies being measured by the vendor certification exam. Test Prep can be taken in either Study or Certification mode.
 - **Study Mode** is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented.
 - **Certification Mode** is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.
- **Technical Support** You will also have access to Instructional and Technical Support. Support may be reached as follows:
 - **Chat:** clicking the icon in the online classroom entitled, 'Connect with Support.' A help desk specialist is available Monday-Saturday via instantaneous chat mode.
 - o Monday-Thursday 8am-11pm
 - o Friday 8am-6pm
 - o Saturday 11am-6pm
- **E-Mail:** During those hours when online support is not available, instructional support will contact you within 24 business hours.

CALL TO SCHEDULE YOU COMPLEMENTARY

CERT COACHING SESSION 866-700-3636