

Microsoft Office Specialist Certification Preparation

Why Obtain MOS Certification Preparation?

- Instructors are able to provide real-life examples about the software and the testing experience.
- Computer application classes use official MOS-approved courseware and practice software.
- MOS preparatory courses utilize the latest Microsoft Office suite to help you improve your computer application skills.
- Computer application courses offer students credit toward both degree and certificate programs, as well as providing skills that are included on the MOS exams.
- We are committed to helping students achieve success in the workplace.
- Hands-on application using the software
- Reinforcement exercises
- Live in the application training with examples similar to those found on the MOS exam

About benefits of MOS: The Microsoft Office Specialist (MOS) is a globally recognized qualification. By having an MOS certificate on your resume or curriculum vitae, it shows that you have gained the necessary expertise to competently use Microsoft applications. It serves to objectively validate your digital literacy and instructional technology skills and, it may assist in your advancement in your position. Each certificate is a qualification in its own right – so you can take just one, or as many as you like. Microsoft refers to it as the “only comprehensive, performance-based certification program approved by Microsoft to validate desktop computer skills”.

After earning an MOS certification, you receive access to a member Web site where you can print transcripts to demonstrate proof of certification and receive a certificate that verifies your successful completion of the exam. Additionally, professionals who earn this certification gain access to a certification logo that they can display on their resumes and other business materials.

The following document includes the objectives and key content for Word, Excel, and PowerPoint

Basic Excel 2013

Objective

The objective of this course is to enable the trainee to create and format individual worksheets learning how to use simple cell and column formatting skills. In addition there will be considerable emphasis placed upon the simple mathematical symbols used in Excel. Navigational procedures like hiding and freezing will be covered.

Key Content

- New features in Excel 2010
- Ribbons, Tabs, Customisation
- Selecting Cells
- Entering Text and Numbers. Cell formatting.
- Editing, Cut, Copy, Paste
- Formatting Text. Cell styles
- Exercises
- Shading and borders
- Inserting rows and columns
- Simple Formulae. Autosum, Percentages
- Exercises on morning session
- Headers & Footers
- Common Functions
- Differences between Relative & Absolute References
- Exercises
- Page setup, Printing & Zoom
- Other Simple Functions for example hiding, freezing, conditional formatting

Intermediate Excel 2013

Objective

The objective of this course is to enable the trainee to understand regularly used features in business including the creation of Charts. Data Analysis functions like Sorting, Sub Totalling and Filtering will be covered. Extensive practices will be given in the use of problem techniques like relative and absolute referencing and the IF statement. We will then cover multi sheet and workbook summaries.

Key Content

- Charts – chart sheets, formatting and protection
- Sorting and Custom Lists. Advanced sorting.
- Subtotalling using command button.
- Auto, Custom and Advanced Filtering of a list
- Miscellaneous features remove duplicates, evaluate formulas.
- Absolute References in formulas. Named cells and Ranges.
- Complex formulae e.g. IF, Problem Solving.
- Formula auditing
- Group sheet selection.
- Multi File linking and consolidation
- Locking Cells and password protection

Advanced Excel 2013

Objective

The objective of this course is to enable the trainee to understand more complex Excel activities used by an experienced Excel professional. These will include the creation of complex charts, advanced filtering, text and logical functions for problems resolution and the analysis of unique lists. We will also cover nested statements, Vlookups, Pivot Tables and Macros.

Key Content

- More Complex Charts
- Date and Time functions
- Using Logical functions
- Using Text functions
- Using Mathematical and Statistical functions
- Advanced Filtering of a list. Unique Lists.
- Advanced IF function – problem solving
- Vlookup and nested VLOOKUP – ranges.
- Data Validation – Lists and Values
- Absolute references in Complex Problem Solving
- Pivot Tables and Charts
- Simple macros. Editing Macros

Basic Word 2013

Objective

The objective of this course is to enable the trainee to understand how to lay out a document in Word, how to select words, sentences and paragraphs and gain some alignment skills. Use of the Word Styles will be made, how to insert simple pictures and tables and how to make use of some of Word options to increase efficiency and neatness.

Key Content

- Tabs, Ribbons and customisation.
- Basic Word features
- Formatting, Shading, Borders
- Spelling and Grammar
- Find Replace. Justify
- Tabs
- Bullets
- Page Setup and Margins
- Header and Footer
- Styles and Quick Parts
- Simple Tables
- Inserting columns

Intermediate Word 2013

Objective

The objective of this course is to enable the trainee to understand some of the more in depth features in Word like formatting objects, introducing sorts and formulas into Tables and creating a simple Word macro. We will look in depth at Mail merge from external data sources and look at creating Tables of Contents and creating protected forms.

Key content

- Inserting objects into a document
- Customising the workplace
- Simple Macros
- Inserting multiple Columns and section breaks
- Sorting and Formulas in Tables
- Autotext, Autocorrect, Styles
- Mailmerge using a created datasource
- Mailmerge from an Excel spreadsheet
- Mailmerge with form letters and with Mailing labels
- Protecting documents, Using Templates and Forms
- Table of Contents

Advanced Word 2013

Objective

The objective of this course is to enable the trainee to understand some quite detailed functions in word like styles, auto numbering, bibliographies and citations. We will also look at smart art, comparing documents and tracking changes.

Key Content

- Styles, Creating New Styles, Templates for Styles, Quick Part Styles
- Sections, Paragraphs formatting, Auto numbering and page numbering
- Auto numbering continued, Citations, Bibliography and Placeholders. Managing Sources
- Inserting Smart Art and Screenshots
- Advanced Work on Table of contents
- Tabs and Indents and Line Spacing
- Tracking Changes
- Compare Documents and Text

Basic PowerPoint 2013 (this course covers some Intermediate level features)

Objective

The objective of this course is to enable the trainee to understand how to create a simple slide show presentation with a master slide layout and some design templates. We will cover the introduction of text, pictures, charts and differing styles of slides. The trainee will gain good experience in how to run the slide show with transitions and applying simple custom animation. We will also look at action button and the introduction of inserting sound and movie objects.

Key Content

- The Screens and icons
- Master Slides – creating a professional consistent image
- Creating Slides, Fonts and Formats
- Different Slides, Different layouts
- Inserting charts and pictures onto slides
- Notes on slides
- Slide Sorter
- Headers & Footers
- Saving & Printing
- Running a slide show
- Transitions and custom animation
- Putting it all together in a show
- Creating an Organisation Chart Slide
- Rehearse Timings and Quiz Shows
- Design Templates – standard and self-created
- Action Buttons on slides
- Movies and Sounds

Intermediate PowerPoint 2013

Objective

The objective of this course is to enable the trainee to understand the more complex aspects of custom animation including exit and motion paths. We will cover the use of photo slide shows and looping controls and also how to use Word Art to good effect.

Key Content

- Custom Animation – Emphasis Spin
- Grouping objects. Delays, Progress objects
- Spin Animation exercise
- Custom Shows – Continuously looping
- Creating a Photo album slide show – inserting photos onto slides. Apply automatic transitions with times.
- Picture backgrounds. Custom animation entrance and Exit
- Advance Quiz Show. Motion Path animation.
- Amending Complex Animation. Entrances and clockwise objects.
- Word Art as a Slide Master.
- Word Art Templates
- Saving as a show and saving as PDF
- Complex chart creation with animation.
- Timelines.