

MOS Word 2019 & 365 Associate Online Course

Key Information

Course Format:
Online Course

Price:
£150.00

Assessment:
Assignments

Payment Options:
Spread the cost over 4 monthly payments

Approximate Study Time:
80 Hours of Self Study

Initial Payment of
£60.00

Approximate Delivery Time:
1-2 Working Days via Email

Followed by 3 payments of:
£30.00

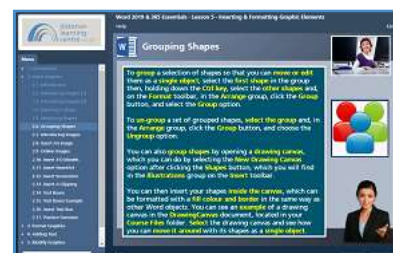


The **MOS Word 2019 & 365 Associate Online Course** is designed for both students who are interested in gaining a broad knowledge of the latest version of the Word application and for experienced Word users who wish to undertake a refresher course. The course follows the Microsoft Office Specialist (MOS) syllabus, and more, and is the ideal study guide for those wishing to gain the industry-recognised MOS certification.

Proficiency in Microsoft Office products, and Word in particular, is increasingly important in today's competitive business environment and, whether you are currently employed or a job seeker, Microsoft Office Specialist certification proves to employers and prospective employers that you have the necessary skills to become an important member of their team.

The Word 2019 & 365 Essentials course teaches all you need to know about the major components of the Word application and is presented in a modern multimedia online format, with the constant support and guidance of your designated course tutor, who is there for you every step of the way. The course contains valuable tips on preparing for the MOS examination and includes free access to the GMetrix range of MOS exam practice questions, which have the same format as the MOS exam itself.

Based on the proven "learn-by-example" principle which, as the name implies, provides real-world examples to illustrate a particular topic or technique, the courses are delivered through the Distance Learning Centre's highly-acclaimed on-line training portal via a standard web browser, such as Internet Explorer, Firefox, Chrome, Opera, or Safari. You will also be supported by a personal tutor who is available to provide feedback on your work at any time throughout the period of study.



THE MOS WORD 2019 & 365 ASSOCIATE ONLINE COURSE CONSISTS OF THE FOLLOWING MODULES:

Lesson 1 - Managing Documents

Introduction; Word Basics; Creating Documents; Navigating Within Documents; Formatting Documents; Saving, Customising, & Sharing Documents; Inspecting Documents For Issues; Lesson Review & Quiz; Assignment 1 - Word Document Exercises.

Lesson 2 - Inserting and Formatting Text and Paragraphs

Introduction; Inserting Text & Paragraphs; Formatting Text & Paragraphs; Creating & Configuring Document Sections; Lesson Review & Quiz; Assignment 2 - Formatting Exercises.

Lesson 3 - Managing Tables and Lists

Introduction; Creating a Table; Modifying A Table; Creating & Modifying Lists; Lesson Review & Quiz; Assignment 3 - Table & List Exercises.

Lesson 4 - Creating and Managing References

Introduction; Creating & Managing Reference Elements; Making Citations; Creating Captions; Creating & Managing Reference Tables; Lesson Review & Quiz; Assignment 4 - Reference Exercises.

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Lesson 5 - Inserting and Formatting Graphic Elements

Introduction; Inserting Illustrations & Text Boxes; Formatting Illustrations & Text Boxes; Adding Text to Graphic Elements; Modifying Graphical Elements; Lesson Review & Quiz; Assignment 5 – Course Project; The MOS Examination Explained.

Lesson 6 - Managing Document Collaboration

Introduction; Adding & Managing Comments; Managing Change Tracking.

FREE GMETRIX EXAM PREPARATION SOFTWARE:

The course also comes with GMetrix exam preparation software. The **GMetrix Skills Management System** provides everything you need to prepare for the Microsoft Office Specialist (MOS) Certification.

Overview of Test features:

- Practice tests map to the Microsoft Office Specialist (MOS) exam objectives.
- All tests are in-application or performance-based simulations to provide the best assessment of real-world experience.
- All tests have both a testing and a training mode providing step-by-step help on each question.
- Progress at own pace, save test to resume later, return to skipped questions.
- Detailed, printable score report highlighting areas requiring further review.

Please Note: You will need a version of Microsoft Word 2019 or Microsoft Word 365 to be able to use the GMetrix software package.

COURSE PREREQUISITES:

There are no particular entry requirements as the course is set out for beginners although students will require their own version of Microsoft Word 2019 or Microsoft Word 365 to complete the course.

Please Note: This course covers the PC versions of Microsoft Word 2019 and Microsoft Word 365. It will be possible to view the course materials using an Apple Mac although the information within the course will be specific to the PC version of Microsoft Office and will differ slightly from the Mac versions.

COURSE DURATION & SUPPORT:

Students may register at any time and have a full year to complete their studies. You also have access to a personal tutor by mail or email for a 12 month period. Course extensions can be purchased if you do not complete this course within the 12 month period. As the course is self-study you can complete in as little or as long a time as you prefer.

ASSESSMENT:

You will be assessed on assignments which are detailed in the course materials. These assignments will require you to create work on, and create and edit word documents. Your work can be sent back to your course tutor by email.

MOS WORD 2019/365 ASSOCIATE CERTIFICATION:

On successful completion of this course students will receive our Microsoft Word 2019 and 365 Associate Certificate of Completion with feedback from your tutor, and students can also apply for the Microsoft Office Specialist (MOS) Word 2019/365 Associate MO-100 exam. Examinations must be sat at a registered Certiport Testing Centre. Exam vouchers (Valid for 12 Months) can be purchased from our website for £90.00. We usually advise buying a voucher when you are ready to sit your test, although you can add this to your order when you purchase your course. Students can locate testing centres and schedule appointments on the Certiport Website by following the Test Candidates > Locate a Testing Centre links. **Please Note:** Exam Centres will usually charge an additional proctoring fee (Approximately £15.00) for sitting exams.

