

# MOS Word 2019 & 365 Expert 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



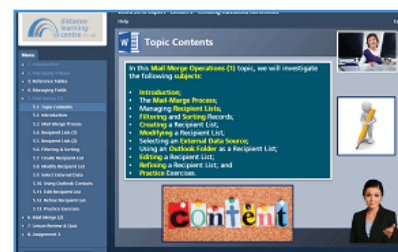
## GAIN THE MICROSOFT WORD 2019/365 EXPERT QUALIFICATION

The **Word 2019 & 365 Expert Online Course** is designed for both students who are interested in enhancing their existing knowledge of the Word application and for experienced Word users who wish to undertake a refresher course. The course follows the Microsoft Office Specialist (MOS) Word 2019 Expert syllabus, and more, and is the ideal study guide for those wishing to gain the industry-recognised MOS Expert 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 Expert certification proves to employers and prospective employers alike that you have the necessary advanced expertise to become an important member of their team.

The Word 2019 & 365 Expert course focusses on the more advanced features of the Word application, including the customisation of themes and style sets, and is presented in a modern, multimedia, online format, with the constant support and guidance of your designated course tutor, who is always 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 exam practice questions, which have the same format as the MOS Expert 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 EXPERT ONLINE COURSE CONSISTS OF THE FOLLOWING MODULES:

### Lesson 1 - Managing Document Options & Settings

Introduction; Managing Documents & Templates; Preparing Documents for Collaboration; Managing Document Changes; Using & Configuring Language Options; Lesson Review & Quiz; Assignment 1 - Document Options & Settings Exercises.

### Lesson 2 - Using Advanced Editing & Formatting

Introduction; Advanced Editing & Formatting; Advanced Page Setup; Advanced Formatting; Creating Styles; Lesson Review & Quiz; Assignment 2 – Advanced Editing & Formatting Exercises.

### Lesson 3 – Creating Custom Document Elements

Introduction; Creating & Modifying Building Blocks; Creating Custom Design Elements; Creating & Managing Indexes; Creating & Managing Tables of Figures; Lesson Review & Quiz; Assignment 3 – Advanced Document Element Exercises.

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## Lesson 4 – Using Advanced Word Features

Introduction; Managing Forms, Fields, & Controls; Creating & Modifying Macros; Mail Merge Recipient Lists; Mail Merge Operations; Lesson Review & Quiz; Assignment 4 – Advanced Word Feature Exercises; The MOS Examination.

### 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 EXPERT CERTIFICATION:

On successful completion of this course students will receive our Microsoft Word 2019 and 365 Expert Certificate of Completion with feedback from your tutor, and students can also apply for the Microsoft Office Specialist (MOS) Word Expert MO-101 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.