

Online Microsoft Office Specialist 2019 Program

335 Hours / 6 Months

Course Description

Microsoft Office is most widely-used business productivity suite. Knowing how to use its products, including Word, Excel, and PowerPoint, is valuable in any professional setting. Earning your Microsoft Office Specialist (MOS) certification demonstrates your knowledge of the Office and proves you're ready to make an immediate impact at your organization.

This course prepares you for the Microsoft Office Specialist (MOS) 2019 certification exams for Word, Excel, PowerPoint, Access, and Outlook. You will build your proficiency in these programs through hands-on exercises, in-depth course material, and supplemental video demonstrations. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams.

By course completion, you will know how to best use Microsoft Office 2019 software and be fully prepared for the MOS certification exams.

Prerequisites

To be successful, you must have familiarity with using a personal computer and in a Windows environment. You must also be able to launch and close programs, navigate to information stored on the computer, and manage files and folders.

Hardware Requirements

- This course must be taken on a PC. A Mac is not compatible.

Software Requirements

- Windows 10 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible.
- Microsoft Office 2019 Suite.
- Adobe Flash Player. [Click here](#) to download the Flash Player.
- Adobe Acrobat Reader. [Click here](#) to download the Acrobat Reader.
- Email capabilities and access to a personal email.
- Software is not included in the cost of tuition. All software must be installed and fully operational before the course begins.

Course Outline

MODULE	TOPICS COVERED	
Excel		
1. Introduction to Microsoft Excel 2019	<ul style="list-style-type: none"> • Creating a Microsoft Excel Workbook • The Ribbon • The Backstage View (The File Menu) • Entering Data in Microsoft Excel Worksheets • Formatting Microsoft Excel Worksheets 	<ul style="list-style-type: none"> • Using Formulas in Microsoft Excel • Working with Rows and Columns • Editing Worksheets • Finalizing Microsoft Excel Worksheets • Introduction to Microsoft Excel 2019 Exam
2. Intermediate Microsoft Excel 2019	<ul style="list-style-type: none"> • Advanced Formulas • Working with Lists • Working with Illustrations • Visualizing Your Data 	<ul style="list-style-type: none"> • Working with Tables • Advanced Formatting • Intermediate Microsoft Excel 2019 Exam
3. Advanced Microsoft Excel 2019	<ul style="list-style-type: none"> • Using Pivot Tables • Auditing Worksheets • Data Tools • Working with Others 	<ul style="list-style-type: none"> • Recording and Using Macros • Random Useful Items • Advanced Microsoft Excel 2019 Exam
4. Microsoft Excel 2019 Final Exam		
Word		
5. Introduction to Microsoft Word 2019	<ul style="list-style-type: none"> • Creating a Microsoft Word Document • The Ribbon • The File Tab • The Quick Access Toolbar • Formatting Microsoft Word Documents 	<ul style="list-style-type: none"> • Editing Documents • Finalizing Microsoft Word Documents • Introduction to Microsoft Word 2019 Exam
6. Intermediate Microsoft Word 2019	<ul style="list-style-type: none"> • Advanced Formatting • Working with Tables • Working with Images • Page Layout 	<ul style="list-style-type: none"> • Working with Illustrations • Viewing Your Document(s) • Intermediate Microsoft Word 2019 Exam
7. Advanced Microsoft Word 2019	<ul style="list-style-type: none"> • Working with Long Documents • Reviewing and Collaborating on Documents • Comparing and Combining Documents • Managing Mailings 	<ul style="list-style-type: none"> • Protecting Documents • Random Useful Items • Advanced Microsoft Word 2019 Exam
8. Microsoft Word 2019 Final Exam		

PowerPoint		
9. Introduction to Microsoft PowerPoint 2019	<ul style="list-style-type: none"> • Creating a PowerPoint Presentation • The Ribbon • The Quick Access Toolbar • The Backstage View (The File Menu) • Formatting Microsoft PowerPoint Presentations 	<ul style="list-style-type: none"> • Working with Images • Working with Tables and Charts • Finalizing Microsoft PowerPoint Presentations • Introduction to Microsoft PowerPoint 2019 Exam
10. Advanced Microsoft PowerPoint 2019	<ul style="list-style-type: none"> • Customizing Presentations • Presentation Masters • Working with Special Effects • Using SmartArt • Multimedia • Setting up the Slide Show • Outlines and Slides 	<ul style="list-style-type: none"> • Managing Multiple Presentations • Sharing and Securing a Presentation • Advanced Microsoft PowerPoint 2019 Exam
11. Microsoft PowerPoint 2019 Final Exam		
Outlook		
12. Introduction to Microsoft Outlook 2016	<ul style="list-style-type: none"> • The Outlook 2019 Interface • Performing Popular Tasks in Outlook 2019 • Working with Messages 	<ul style="list-style-type: none"> • Working with the Calendar • Organizing Contacts • Introduction to Microsoft Outlook 2019 Exam
13. Advanced Microsoft Outlook 2019	<ul style="list-style-type: none"> • Working with Tasks and Notes • Using Signature and Themes • Managing Your Inbox 	<ul style="list-style-type: none"> • Working with Multiple Email Accounts • Advanced Microsoft Outlook 2019 Exam
14. Microsoft Outlook 2019 Final Exam		
Access		
15. Introduction to Microsoft Access 2019	<ul style="list-style-type: none"> • Quick Overview of the Access User Interface • Fundamentals • Tables and Their Views • Tables 	<ul style="list-style-type: none"> • Queries • Forms • Reports • Introduction to Microsoft Access 2019 Exam
16. Advanced Microsoft Access 2019	<ul style="list-style-type: none"> • Relationships • Queries • Table Functions • Forms • Reports 	<ul style="list-style-type: none"> • Macros • Completing the Desktop Application • Advanced Microsoft Access 2019 Exam
17. Microsoft Access 2019 Final Exam		