

Microsoft Office Specialist



Welcome to the Microsoft Office Specialist (MOS) Course! The MOS course is set up to allow students to further their knowledge in the workings of Word, Excel, and PowerPoint. This course provides an opportunity for students to not only master the skills necessary to work these programs, but to become certified in those specific areas.

Syllabus

Microsoft Word

1. Create and manage documents
2. Format text, paragraphs, and sections
3. Create tables and lists
4. Create and manage references
5. Insert and format graphic elements

Microsoft Excel

1. Create and manage worksheets and workbooks
2. Manage data cells and ranges
3. Create tables
4. Perform operations with formulas and functions
5. Create charts and objects

Microsoft PowerPoint

1. 1 Create and manage presentations
2. 2 Insert and format text, shapes, and images
3. 3 Insert tables, charts, SmartArt, and media
4. 4 Apply transitions and animations
5. 5 Manage multiple presentations

