## MO-100 — Microsoft Word (Word and Word 2019)

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An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry associate-level, and is ready to enter into the job

Fulfills the requirement for: <u>Microsoft Office Specialist:</u> <u>Word Associate (Word and Word 2019)</u>

**Prerequisite for:** <u>Microsoft Office Specialist: Associate and</u> <u>Microsoft Office Specialist: Expert</u>

## **Course Summary:**

- Manage documents
- Insert and format text, paragraphs, and sections
- Manage tables and lists
- Create and manage references
- Insert and format graphic elements
- Manage document collaboration