Microsoft® Office Specialist (MOS) Certification Training

10/01/24 - 1/30/25

| Monday - Thursday | 16 - week In Person/Hybrid course \$3,850 per participant Reskilling & 5:00 pm - 8:00 pm Technology Center





WORD 2019

Competencies to be achieved:

- Navigate within documents
- 2. Format documents
- Save and share documents
- Inspect documents for issues
- Insert text and paragraphs
- Format text and paragraphs
- 7. Create and configure document
- 8. Create tables

- Modify tables
- 10. Create and modify lists
- 11. Create and manage reference elements
- 12. Create and manage reference tables
- 13. Insert illustrations and text boxes
- 14. Format illustrations and text boxes
- 15. Add text to graphic elements
- 16. Modify graphic elements
- 17. Add and manage comments
- 18. Manage change tracking

EXCEL 2019

Competencies to be achieved:

- 1. Import data into workbooks
- 2. Navigate within workbooks
- 3. Format worksheets and workbooks
- Customize options and views
- 5. Configure content for collaboration
- Manipulate data in worksheets 6.
- 7. Format cells and ranges
- Define and reference named ranges
- Summarize data visually

- 10. Create and format tables
- 11. Modify tables
- 12. Filter and sort table data
- 13. Insert references
- 14. Calculate and transform data
- 15. Format text by using RIGHT(), LEFT(), and MID() functions
- 16. Create charts
- 17. Modify charts
- 18. Format charts





POWERPOINT 2019

Competencies to be achieved:

- 1. Modify slide masters, handout masters, and Insert and format images note masters
- 2. Change presentation options and views
- 3. Configure print settings for presentations
- Configure and present slide shows
- Prepare presentations for collaboration
- Insert slides 6.
- 7. Modify slides
- Order and group slides

- Format text
- 10. Insert links
- 12. Insert and format graphic elements
- 13. Order and group objects on slides
- 14. Insert and format tables
- 15. Insert and modify charts
- 16. Insert and format SmartArt graphics
- 17. Insert and modify 3D models
- 18. Insert and manage media
- 19. Apply and configure slide transitions
- 20. Animate slide content
- 21. Set timing for transitions

MASTER 2019

Same competencies for Word, Excel, PowerPoint plus Outlook Competencies to be achieved:

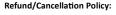
- 1. **Customize Outlook settings**
- 2. Configure mail settings
- 3. Perform search operations
- Print and save information
- Create messages

Registration Hours: Mon - Thurs 8AM - 5PM, Fri 8AM - 4PM Payments accepted via phone, or walk in. Please make checks and Money Orders payable to AWC. Visa, MasterCard, and Discover cards accepted, as well as cash.

- Insert message content
- 7. Organize and manage messages
- 8. Create and manage calendars
- 9. Create appointments, meetings and
- 10. Organize and manage appointments, meetings, and events
- 11. Create and manage contact groups
- 12. Create and manage tasks

TO REGISTER & PAY: CALL (928) 317-7674

ContinuingEd@azwestern.edu



A 100% refund will be granted if a request is made 2 business days prior to the start of class. A 50% refund will be issued if notice is received less than 2 business days prior to class. No refunds will be issued after the first day of class.

