MOS (Microsoft Office Specialist) Word-Excel-PowerPoint 2010

Class Overview & Benefits

Overview

Microsoft Office software is used in education, as well as in virtually all business, technical, and professional jobs. It's a must for small business and entrepreneurs. Over two million Microsoft Office Specialist certificates have been issued, and Microsoft currently grants approximately 38,000 certificates per month.

A Microsoft Office Specialist (MOS) certification helps validate proficiency in using Microsoft Office 2010 and meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards.

SecureNinja’s authorized MOS (Microsoft Office Specialist) Word-Excel-PowerPoint 2010 training and certification boot camp is offered in most cities nationwide including Washington, DC, New York City, San Francisco and San Diego. This hands-on training program will teach you to be proficient in Microsoft Office 2010: Word, Excel, Power Point.

All students will have the option to take the following Microsoft Office Specialist Certification exams on the last day of class:

**MOS: Microsoft Office Word 2010**

- Exam 77-881

When you pass Exam 77-881: Word 2010, you complete the requirements for the following certification(s): Microsoft Office Specialist: Microsoft Office 2010

**MOS: Microsoft Office Outlook 2010**

- Exam 77-884

When you pass Exam 77-884: Outlook 2010, you complete the requirements for the following certification(s):

Microsoft Office Specialist (MOS): Outlook 2010

**MOS: Microsoft Office Excel 2010**

- Exam 77-882

When you pass Exam 77-882: Excel 2010, you complete the requirements for the following certification(s): Microsoft Office Specialist: Microsoft Excel 2010
MOS: Microsoft Office PowerPoint 2010

- Exam 77-883

When you pass Exam 77-883: PowerPoint 2010, you complete the requirements for the following certification(s):

Microsoft Office Specialist (MOS): PowerPoint 2010

The certification benefits business workers who want to present themselves as truly knowledgeable and differentiate themselves in a competitive job market. It also helps hiring managers make job placement decisions. Managers who hire candidates with a Microsoft Office Specialist certification are helping minimize training costs. You will return to your workplace with the skill necessary to succeed coupled with an industry leading certification.

Who Should Attend

- Clerical, Office professionals
- Consultants
- Executives/Managers
- Help desk personnel
- Instructors/Trainers
- Marketing personnel
- Product developers
- Sales
- Students
- Writers
- Accountants
- Program/Project Managers

Prerequisites

Those with a general understanding of Microsoft Word, Excel and PowerPoint. This course is also intended for persons interested in pursuing MOS: Microsoft Office Specialist in Microsoft Word 2010, Microsoft Excel 2010 and Microsoft PowerPoint 2010.

Course Length

5 Days

Course Outline

MOS: Microsoft Office Word 2010

Sharing and Maintaining Documents
Apply different views to a document.
- This objective may include but is not limited to: selecting zoom options, splitting and arranging windows (View Side by Side, Synchronous Scrolling), document views (reorganizing a document outline, master documents, subdocuments, web layout, draft), switching windows, opening a document in a new window

Apply protection to a document.
- This objective may include but is not limited to: applying protection by using the Microsoft Office Backstage view commands (applying controls and restrictions to document access, password-protect a document, Mark as Final), applying protection by using ribbon commands

Manage document versions.
- This objective may include but is not limited to: Recover draft versions, Delete all draft versions

Share documents.
- This objective may include but is not limited to: sending documents via E-mail, SkyDrive, or internet fax, changing file types, creating PDF documents, creating and publishing a blog post, registering a blog account

Save a Document.
- This objective may include but is not limited to: using compatibility mode, protected mode, and Save As options

Apply a template to a document.
- This objective may include but is not limited to: finding templates (locating a template on your disk, finding templates on the web)

Formatting Content

Apply font and paragraph attributes.
- This objective may include but is not limited to: Apply character attributes, apply styles, use Format Painter

Navigate and search through a document.
- This objective may include but is not limited to: using the Navigation Pane (headings, pages, results), Go To, Browse by button, and Highlight features, and setting Find and Replace options (format, special)

Apply indentation and tab settings to paragraphs.
- This objective may include but is not limited to: applying indents (first line, hanging), setting tabs, using the Tabs dialog box, setting tabs on the ruler, clearing tabs, setting tab stops, and moving tab stops

Apply spacing settings to text and paragraphs.
- This objective may include but is not limited to: Line spacing, paragraph spacing

Create tables.
- This objective may include but is not limited to: using the Insert Table dialog box, using Draw Table, inserting a Quick Table, converting text to tables, and using a table to control page layout

Manipulate tables in a document.
- This objective may include but is not limited to: sorting content, adding a row to a table, adding a column to a table, splitting, merging, moving, resizing, and deleting a row or column, defining the header row, converting
tables to text, and viewing gridlines

- Apply bullets to a document.
  - This objective may include but is not limited to: applying bullets, selecting a symbol format, defining a picture to be used as a bullet, using AutoFormat, and promoting or demoting bullet levels

Applying Page Layout and Reusable Content

- Apply and manipulate page setup settings.
  - This objective may include but is not limited to: setting margins, non-breaking spaces, hyphenation, and columns, working with breaks, forcing a page break, inserting a section break (continuous, Next page, Next Odd, Next Even), and inserting a blank page into a document
- Apply themes.
  - This objective may include but is not limited to: Use a theme to apply formatting, customize a theme
- Construct content in a document by using the Quick Parts tool.
  - This objective may include but is not limited to: adding built-in building blocks (quotes, text boxes, headers, footers, cover pages, watermarks, equations)
- Create and manipulate page backgrounds.
  - This objective may include but is not limited to: formatting a document’s background, setting a colored background, adding a watermark, and placing page borders
- Create and modify headers and footers.
  - This objective may include but is not limited to: inserting and formatting page numbers, inserting the current date and time, inserting a built-in header or footer, adding content to a header or footer (custom dialog box, manual entry), deleting a header or footer, changing margins, and applying a different first page attribute

Including Illustrations and Graphics in a Document

- Insert and format Pictures in a document.
  - This objective may include but is not limited to: adding captions, applying artistic effects and picture styles, compressing pictures, modifying a shape, adjusting position and size, and inserting screenshots
- Insert and format shapes, WordArt, and SmartArt.
  - This objective may include but is not limited to: adding text to a shape, modifying text on a shape, adding captions, setting shape styles (border, text), and adjusting position and size
- Insert and format Clip Art.
  - This objective may include but is not limited to: Organizing ClipArt, captions, artistic effects, compress pictures, corrections, modify the shape, reset, picture styles, arrange options, size
- Apply and manipulate text boxes.
  - This objective may include but is not limited to: Format, save selection to text box gallery, text box styles, text direction, shadow effects, 3-D effects,
arrange options

Proofreading documents

- Validate content by using spelling and grammar checking options
  - This objective may include but is not limited to: Grammar and style options
- Configure AutoCorrect settings
  - This objective may include but is not limited to: Add, remove, exceptions, AutoCorrect dialog
- Insert and modify comments in a document
  - This objective may include but is not limited to: inserting a comment, editing a comment, deleting a comment, and viewing a comment (view comments from another user, view comments inline, view comments as balloons)

Applying References and Hyperlinks

- Apply a hyperlink.
  - This objective may include but is not limited to: Hyperlink using text, hyperlink using graphic, headings and bookmarks, create new document, E-mail address
- Create Endnotes and Footnotes in a document.
  - This objective may include but is not limited to: Manage footnote and endnote location, configure footnote and endnote format, presentation, and numbering
- Create a Table of Contents in a document.
  - This objective may include but is not limited to: Default formats, show levels, alignment, tab leader, formats, options, modify styles, update table

Performing Mail Merge Operations

- Setup mail merge
  - This objective may include but is not limited to: Perform a mail merge using the Mail Merge Wizard, perform a mail merge manually, Auto check for errors
- Execute mail merge
  - This objective may include but is not limited to: Print, preview

**MOS: Microsoft Office Excel 2010**

Managing the Worksheet Environment
• Navigate through a worksheet.
  ◦ This objective may include but is not limited to: Hot keys, name box

• Print a worksheet or workbook.
  ◦ This objective may include but is not limited to: printing only selected worksheets, printing an entire workbook, constructing headers and footers, and applying printing options (scale, print titles, page setup, print area, gridlines)

• Personalize environment by using Backstage.
  ◦ This objective may include but is not limited to: Manipulate the Quick Access Toolbar, manipulate the ribbon tabs and groups, manipulate Excel default settings, import data to Excel, import data from Excel, demonstrate how to manipulate workbook properties, manipulate workbook files and folders. apply different name and file formats for different uses by using save and save as features

Creating Cell Data

• Construct cell data.
  ◦ This objective may include but is not limited to: using paste special (formats, formulas, values, preview icons, transpose rows and columns, operations, comments, validation, paste as a link), and cutting, moving, and select cell data

• Apply AutoFill.
  ◦ This objective may include but is not limited to: Copy data using AutoFill, fill series using AutoFill, copy or preserve cell format with AutoFill, select from drop-down list

• Apply and manipulate hyperlinks.
  ◦ This objective may include but is not limited to: Create a hyperlink in a cell, modify hyperlinks, modify hyperlinked-cell attributes, remove a hyperlink

Formatting Cells and Worksheets

• Apply and modify cell formats.
  ◦ This objective may include but is not limited to: aligning cell content, applying a number format, wrapping text in a cell, and using Format Painter

• Merge or split cells.
  ◦ This objective may include but is not limited to: using Merge & Center, Merge Across, Merge cells, and Unmerge Cells

• Create row and column titles.
  ◦ This objective may include but is not limited to: Print row and column headings, print rows to repeat with titles, print columns to repeat with titles, configure titles to print only on odd or even pages, configure titles to skip the first worksheet page

• Hide and unhide rows and columns.
- This objective may include but is not limited to: Hide a column, unhide a column, hide a series of columns, hide a row, unhide a row, hide a series of rows
- **Manipulate Page Setup options for worksheets.**
  - This objective may include but is not limited to: Configure page orientation, manage page scaling, configure page margins, change header and footer size
- **Create and apply cell styles.**
  - This objective may include but is not limited to: Apply cell styles, construct new cell styles

**Managing Worksheets and Workbooks**

- **Create and format worksheets.**
  - This objective may include but is not limited to: Insert worksheets, delete worksheets, copy, reposition, copy and move, rename, grouping, apply coloring to worksheet tabs, hiding worksheet tabs, unhiding worksheet tabs

- **Manipulate window views.**
  - This objective may include but is not limited to: splitting window views, arranging window views, and opening a new window with contents from the current worksheet
- **Manipulate workbook views.**
  - This objective may include but is not limited to: using Normal, Page Layout, and Page Break workbook views, and creating custom views

**Applying Formulas and Functions**

- **Create formulas.**
  - This objective may include but is not limited to: Use basic operators, revise formulas
- **Enforce precedence.**
  - This objective may include but is not limited to: Order of evaluation, precedence using parentheses, precedence of operators for percent vs. exponentiation
- **Apply cell references in formulas.**
  - This objective may include but is not limited to: Relative, absolute
- **Apply conditional logic in a formula.**
  - This objective may include but is not limited to: Create a formula with values that match your conditions, edit defined conditions in a formula, use a series of conditional logic values in a formula
- **Apply named ranges in formulas.**
  - This objective may include but is not limited to: Define, edit and rename a named range
- **Apply cell ranges in formulas.**
This objective may include but is not limited to: Enter a cell range definition in the formula bar, define a cell range using the mouse, define a cell range using a keyboard shortcut

Presenting Data Visually

- Create charts based on worksheet data.
- Apply and manipulate illustrations.
  - This objective may include but is not limited to: Clip Art, SmartArt, shapes, screenshots
- Create and modify images by using the Image Editor.
  - This objective may include but is not limited to: making corrections to an image (sharpen or soften an image, changing brightness and contrast), using picture color tools, and changing artistic effects on an image
- Apply Sparklines.
  - This objective may include but is not limited to: using Line, Column, and Win/Loss chart types, creating a Sparkline chart, customizing a Sparkline, formatting a Sparkline, and showing or hiding data markers

Sharing worksheet data with other users

- Share spreadsheets by using Backstage.
  - This objective may include but is not limited to: sending a worksheet via E-mail or Skydrive, changing the file type to a different version of Excel, and saving as PDF or XPS

- Manage comments.

  - This objective may include but is not limited to: inserting, viewing, editing, and deleting comments

Analyzing and Organizing Data

- Filter data.
  - This objective may include but is not limited to: Define, apply, remove, search, filter lists using AutoFilter
- Sort data.
  - This objective may include but is not limited to: using sort options (values, font color, cell color)
- Apply conditional formatting.
  - This objective may include but is not limited to: Apply conditional formatting to cells, use the Rule Manager to Apply Conditional Formats, use the IF Function and Apply Conditional Formatting, icon sets, data bars, clear rules
MOS: Microsoft Office PowerPoint 2010

Managing the PowerPoint Environment

- Adjust views.
  - This objective may include but is not limited to: adjusting views by using ribbon or status bar commands

- Manipulate the PowerPoint window.
  - This objective may include but is not limited to: working with multiple presentation windows simultaneously

- Configure the Quick Access Toolbar.
  - This objective may include but is not limited to: showing the Quick Access Toolbar (QAT) below the ribbon

- Configure PowerPoint file options.
  - This objective may include but is not limited to: using PowerPoint, Proofing, and Save options

Creating a Slide Presentation

- Construct and edit photo albums.
  - This objective may include but is not limited to: adding captions to pictures, inserting text, inserting images in black and white, reordering pictures in an album, and adjusting image rotation, brightness, and contrast

- Apply slide size and orientation settings.
  - This objective may include but is not limited to: setting up a custom size and changing the orientation

- Add and remove slides.
  - This objective may include but is not limited to: inserting an outline, reusing slides from a saved presentation, reusing slides from a slide library, duplicating selected slides, deleting multiple slides simultaneously, and including non-contiguous slides in a presentation

- Format slides.
  - This objective may include but is not limited to: formatting sections, modifying themes, switching to a different slide layout, applying a fill color, gradient, picture, texture, or pattern to a slide, and setting up slide footers

- Enter and format text.
  - This objective may include but is not limited to: using text effects, changing the indentation, alignment, line spacing, and direction of text, changing the formatting of bulleted and numbered lists, entering text in a placeholder text box, converting text to SmartArt, copying and pasting text, using Paste Special, and using Format Painter

- Format text boxes.
  - This objective may include but is not limited to: applying a fill color, gradient, picture, texture, or pattern to a text box, changing the outline color, weight, or style, changing the shape of the text box, applying effects, setting the alignment, creating columns in a text box, setting internal margins, setting the current text box formatting as the default for new text boxes, adjusting text wrapping, sizing and positioning a text box, and using
AutoFit

Working with Graphical and Multimedia Elements

- Manipulate graphical elements.
  - This objective may include but is not limited to: arranging, positioning, and resizing graphical elements, applying effects, applying styles, applying borders, and adding hyperlinks
- Manipulate images.
  - This objective may include but is not limited to: applying color adjustments, applying image corrections (sharpen, soften, brightness, contrast), adding artistic effects to an image, removing a background, cropping a picture, compressing selected pictures or all pictures, changing a picture, and resetting a picture
- Modify WordArt and shapes.
  - This objective may include but is not limited to: setting the formatting of the current shape as the default for future shapes, changing the fill color or texture, changing the WordArt, converting to SmartArt
- Manipulate SmartArt.
  - This objective may include but is not limited to: adding and removing shapes, changing SmartArt styles, changing the SmartArt layout, reordering shapes, converting a SmartArt graphic to text, converting SmartArt to shapes, making shapes larger or smaller, and promoting or demoting bullet levels
- Edit video and audio content.
  - This objective may include but is not limited to: applying a style to video or audio content, adjusting, arranging, and sizing video or audio content, and adjusting playback options

Creating Charts and Tables

- Construct and modify tables.
  - This objective may include but is not limited to: drawing a table, inserting a Microsoft Excel spreadsheet, setting table style options, adding shading, borders, and effects, changing the alignment, resizing, merging or splitting columns and rows, distributing columns and rows, arranging columns and rows
- Insert and modify charts.
  - This objective may include but is not limited to: selecting a chart type, entering chart data, changing the chart type, changing the chart layout, switching row and column, selecting data, editing data
- Apply chart elements.
  - This objective may include but is not limited to: using chart labels, axes, gridlines, and backgrounds
- Manipulate chart layouts.
  - This objective may include but is not limited to: selecting chart elements and formatting selections
- Manipulate chart elements.
This objective may include but is not limited to: arranging chart elements, specifying a precise position, applying effects, resizing chart elements, applying Quick Styles, applying a border, and adding hyperlinks

Applying Transitions and Animations

- Apply built-in and custom animations.
  - This objective may include but is not limited to: using More Entrance, More Emphasis, and More Exit effects, and using More Motion paths
- Apply effect and path options.
  - This objective may include but is not limited to: setting timing and start options

- Apply and modify transitions between slides.
  - This objective may include but is not limited to: modifying a transition effect, adding a sound to a transition, modifying transition duration, and setting up manual or automatically timed advance options
- Manipulate animations.
  - This objective may include but is not limited to: changing the direction of an animation, attaching a sound to an animation, using Animation Painter, reordering animations, and selecting text options

Collaborating on Presentations

- Manage comments in presentations.
  - This objective may include but is not limited to: inserting and editing comments, showing or hiding markup, moving to the previous or next comment, and deleting comments
- Apply proofing tools.
  - This objective may include but is not limited to: using Spelling and Thesaurus features, comparing and combining presentations

Preparing Presentations for Delivery

- Save presentations.
  - This objective may include but is not limited to: saving the presentation as a picture presentation, PDF, XPS, outline, or OpenDocument presentation, saving a slide or object as a picture file, and saving a presentation as a show (.ppsx)
- Share presentations.
  - This objective may include but is not limited to: packaging a presentation for CD delivery, creating video, creating handouts (send to Microsoft Word), and compressing media
- Print presentations.
This objective may include but is not limited to: adjusting print settings

- Protect presentations.
  - This objective may include but is not limited to: setting a password, changing a password, and marking a presentation as final

Delivering Presentations

- Apply presentation tools.
  - This objective may include but is not limited to: adding pen and highlighter annotations, changing the ink color, erasing an annotation, and discarding or retaining annotations upon closing

- 8.2. Set up slide shows.
  - This objective may include but is not limited to: setting up Slide Show, playing narrations, setting up Presenter view, using timings, showing media controls, broadcasting presentations, and creating a Custom Slide Show

- Set presentation timing.
  - This objective may include but is not limited to: rehearsing and keeping timings, adjusting a slide's timing

- 8.4. Record presentations.
  - This objective may include but is not limited to: starting recording from the beginning of a slide show and starting recording from the current slide of the slide show