

Microsoft Excel (Office 2016): Core Data Analysis, Manipulation, and Presentation; Exam 77-727

Successful candidates for the Microsoft Excel (Office 2016) exam have approximately 150 hours of instruction and hands-on experience with the product. They will know and demonstrate the correct application of the principle features of Excel 2016. Candidates will create and edit a workbook with multiple sheets, and use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

MOS 2016 certification exams introduce a new performance-based format for improved testing of a candidate's knowledge, skills and abilities using the MOS 2016 programs:

- MOS 2016 exam task instructions generally do not include the command name as in previous versions. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The MOS 2016 exam format incorporates multiple projects.

Objective Domains

Create and Manage Worksheets and Workbooks

- 1.1 Create Worksheets and Workbooks**
 - 1.1.1 Create a workbook
 - 1.1.2 Import data from a delimited text file
 - 1.1.3 Add a worksheet to an existing workbook
 - 1.1.4 Copy and move a worksheet
- 1.2 Navigate in Worksheets and Workbooks**
 - 1.2.1 Search for data within a workbook
 - 1.2.2 Navigate to a named cell, range, or workbook element
 - 1.2.3 Insert and remove hyperlinks
- 1.3 Format Worksheets and Workbooks**
 - 1.3.1 Change worksheet tab color
 - 1.3.2 Rename a worksheet
 - 1.3.3 Change worksheet order
 - 1.3.4 Modify page setup
 - 1.3.5 Insert and delete columns or rows
 - 1.3.6 Change workbook themes
 - 1.3.7 Adjust row height and column width
 - 1.3.8 Insert headers and footers
- 1.4 Customize Options and Views for Worksheets and Workbooks**
 - 1.4.1 Hide or unhide worksheets
 - 1.4.2 Hide or unhide columns and rows
 - 1.4.3 Customize the Quick Access toolbar
 - 1.4.4 Change workbook views
 - 1.4.5 Change window views
 - 1.4.6 Modify document properties
 - 1.4.7 Change magnification by using zoom tools
 - 1.4.8 Display formulas

Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

Microsoft
Office Specialist

Create and Manage Worksheets and Workbooks

- 1.5 Configure Worksheets and Workbooks for Distribution**
 - 1.5.1 Set a print area
 - 1.5.2 Save workbooks in alternative file formats
 - 1.5.3 Print all or part of a workbook
 - 1.5.4 Set print scaling
 - 1.5.5 Display repeating row and column titles on multipage worksheets
 - 1.5.6 Inspect a workbook for hidden properties or personal information
 - 1.5.7 Inspect a workbook for accessibility issues
 - 1.5.8 Inspect a workbook for compatibility issues

Manage Data Cells and Ranges

- 2.1 Insert Data in Cells and Ranges**
 - 2.1.1 Replace data
 - 2.1.2 Cut, copy, or paste data
 - 2.1.3 Paste data by using special paste options
 - 2.1.4 Fill cells by using Auto Fill
 - 2.1.5 Insert and delete cells
- 2.2 Format Cells and Ranges**
 - 2.2.1 Merge cells
 - 2.2.2 Modify cell alignment and indentation
 - 2.2.3 Format cells by using Format Painter
 - 2.2.4 Wrap text within cells
 - 2.2.5 Apply number formats
 - 2.2.6 Apply cell formats
 - 2.2.7 Apply cell styles
- 2.3 Summarize and Organize Data**
 - 2.3.1 Insert sparklines
 - 2.3.2 Outline data
 - 2.3.3 Insert subtotals
 - 2.3.4 Apply conditional formatting

Create Tables

- 3.1 Create and Manage Tables**
 - 3.1.1 Create an Excel table from a cell range
 - 3.1.2 Convert a table to a cell range
 - 3.1.3 Add or remove table rows and columns
- 3.2 Manage Table Styles and Options**
 - 3.2.1 Apply styles to tables
 - 3.2.2 Configure table style options
 - 3.2.3 Insert total rows
- 3.3 Filter and Sort a Table**
 - 3.3.1 Filter records
 - 3.3.2 Sort data by multiple columns
 - 3.3.3 Change sort order
 - 3.3.4 Remove duplicate records

Perform Operations with Formulas and Functions

- 4.1 Summarize Data by using Functions**
 - 4.1.1 Insert references
 - 4.1.2 Perform calculations by using the SUM function
 - 4.1.3 Perform calculations by using MIN and MAX functions
 - 4.1.4 Perform calculations by using the COUNT function
 - 4.1.5 Perform calculations by using the AVERAGE function

Perform Operations with Formulas and Functions

- 4.2 Perform Conditional Operations by using Functions**
 - 4.2.1 Perform logical operations by using the IF function
 - 4.2.2 Perform logical operations by using the SUMIF function
 - 4.2.3 Perform logical operations by using the AVERAGEIF function
 - 4.2.4 Perform statistical operations by using the COUNTIF function
- 4.3 Format and Modify Text by using Functions**
 - 4.3.1 Format text by using RIGHT, LEFT, and MID functions
 - 4.3.2 Format text by using UPPER, LOWER, and PROPER functions
 - 4.3.3 Format text by using the CONCATENATE function

Create Charts and Objects

- 5.1 Create Charts**
 - 5.1.1 Create a new chart
 - 5.1.2 Add additional data series
 - 5.1.3 Switch between rows and columns in source data
 - 5.1.4 Analyze data by using Quick Analysis
- 5.2 Format Charts**
 - 5.2.1 Resize charts
 - 5.2.2 Add and modify chart elements
 - 5.2.3 Apply chart layouts and styles
 - 5.2.4 Move charts to a chart sheet
- 5.3 Insert and Format Objects**
 - 5.3.1 Insert text boxes and shapes
 - 5.3.2 Insert images
 - 5.3.3 Modify object properties
 - 5.3.4 Add alternative text to objects for accessibility

Microsoft Excel (Microsoft 365 Apps and Office 2019): Exam MO-200

The Microsoft Office Specialist: Excel Associate Certification demonstrates competency in the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects. The exam covers the ability to create and edit a workbook with multiple sheets, and use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

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 market. They can demonstrate the correct application of the principal features of Excel and can complete tasks independently.

Microsoft Office Specialist Program certification exams use a performance-based format testing a candidate's knowledge, skills and abilities using the Microsoft 365 Apps and Office 2019 programs:

- Microsoft Office Specialist Program exam task instructions generally do not include the command name. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The Microsoft Office Specialist Program exam format incorporates multiple projects as in the previous version, while using enhanced tools, functions, and features from the latest programs.

Objective Domains

Manage Worksheets and Workbooks

1.1 Import data into workbooks

- 1.1.1 Import data from .txt files
- 1.1.2 Import data from .csv files

1.2 Navigate within workbooks

- 1.2.1 Search for data within a workbook
- 1.2.2 Navigate to named cells, ranges, or workbook elements
- 1.2.3 Insert and remove hyperlinks

1.3 Format worksheets and workbooks

- 1.3.1 Modify page setup
- 1.3.2 Adjust row height and column width
- 1.3.3 Customize headers and footers

1.4 Customize options and views

- 1.4.1 Customize the Quick Access toolbar
- 1.4.2 Display and modify workbook content in different views
- 1.4.3 Freeze worksheet rows and columns
- 1.4.4 Change window views
- 1.4.5 Modify basic workbook properties
- 1.4.6 Display formulas

Microsoft Office Specialist Program is the only official Microsoft-recognized certification program for Microsoft Office globally.



Manage Data Cells and Ranges

1.5 Configure content for collaboration

- 1.5.1 Set a print area
- 1.5.2 Save workbooks in alternative file formats
- 1.5.3 Configure print settings
- 1.5.4 Inspect workbooks for issues

2.1 Manipulate data in worksheets

- 2.1.1 Paste data by using special paste options
- 2.1.2 Fill cells by using Auto Fill
- 2.1.3 Insert and delete multiple columns or rows
- 2.1.4 Insert and delete cells

2.2 Format cells and ranges

- 2.2.1 Merge and unmerge cells
- 2.2.2 Modify cell alignment, orientation, and indentation
- 2.2.3 Format cells by using Format Painter
- 2.2.4 Wrap text within cells
- 2.2.5 Apply number formats
- 2.2.6 Apply cell formats from the Format Cells dialog box
- 2.2.7 Apply cell styles
- 2.2.8 Clear cell formatting

2.3 Define and reference named ranges

- 2.3.1 Define a named range
- 2.3.2 Name a table

2.4 Summarize data visually

- 2.4.1 Insert Sparklines
- 2.4.2 Apply built-in conditional formatting
- 2.4.3 Remove conditional formatting

Manage Tables and Table Data

3.1 Create and format tables

- 3.1.1 Create Excel tables from cell ranges
- 3.1.2 Apply table styles
- 3.1.3 Convert tables to cell ranges

3.2 Modify tables

- 3.2.1 Add or remove table rows and columns
- 3.2.2 Configure table style options
- 3.2.3 Insert and configure total rows

Perform Operations by using Formulas and Functions

3.3 Filter and sort table data

- 3.3.1 Filter records
- 3.3.2 Sort data by multiple columns

4.1 Insert references

- 4.1.1 Insert relative, absolute, and mixed references
- 4.1.2 Reference named ranges and named tables in formulas

4.2 Calculate and transform data

- 4.2.1 Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions
- 4.2.2 Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions
- 4.2.3 Perform conditional operations by using the IF() function

4.3 Format and modify text

- 4.3.1 Format text by using RIGHT(), LEFT(), and MID() functions
- 4.3.2 Format text by using UPPER(), LOWER(), and LEN() functions
- 4.3.3 Format text by using the CONCAT() and TEXTJOIN() functions

Manage Charts

5.1 Create charts

- 5.1.1 Create charts
- 5.1.2 Create chart sheets

5.2 Modify charts

- 5.2.1 Add data series to charts
- 5.2.2 Switch between rows and columns in source data
- 5.2.3 Add and modify chart elements

5.3 Format charts

- 5.3.1 Apply chart layouts
- 5.3.2 Apply chart styles
- 5.3.3 Add alternative text to charts for accessibility

Microsoft PowerPoint (Office 2016): Core Presentation Design and Delivery Skills; Exam 77-729

Successful candidates for the Microsoft PowerPoint (Office 2016) exam have approximately 150 hours of instruction and hands-on experience with the product. Candidates create, edit, and enhance presentations and slideshows. Presentation examples include professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows.

MOS 2016 certification exams introduce a new performance-based format for improved testing of a candidate's knowledge, skills and abilities using the MOS 2016 programs:

- MOS 2016 exam task instructions generally do not include the command name as in previous versions. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The MOS 2016 exam format incorporates multiple projects.

Objective Domains

Create and Manage Presentations

- 1.1 Create a Presentation**
 - 1.1.1 Create a new presentation
 - 1.1.2 Create a presentation based on a template
 - 1.1.3 Import Word document outlines
- 1.2 Insert and Format Slides**
 - 1.2.1 Insert specific slide layouts
 - 1.2.2 Duplicate existing slides
 - 1.2.3 Hide and unhide slides
 - 1.2.4 Delete slides
 - 1.2.5 Apply a different slide layout
 - 1.2.6 Modify individual slide backgrounds
 - 1.2.7 Inset slide headers, footers, and page numbers
- 1.3 Modify Slides, Handouts, and Notes**
 - 1.3.1 Change the slide master theme or background
 - 1.3.2 Modify slide master content
 - 1.3.3 Create a slide layout
 - 1.3.4 Modify a slide layout
 - 1.3.5 Modify the handout master
 - 1.3.6 Modify the notes master
- 1.4 Order and Group Slides**
 - 1.4.1 Create sections
 - 1.4.2 Modify slide order
 - 1.4.3 Rename sections
- 1.5 Change Presentation Options and Views**
 - 1.5.1 Change slide size
 - 1.5.2 Change views of a presentation
 - 1.5.3 Set file properties

Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

Microsoft
Office Specialist

Create and Manage Presentations

- 1.6 Configure a Presentation for Print**
 - 1.6.1 Print all or part of a presentation
 - 1.6.2 Print notes pages
 - 1.6.3 Print handouts
 - 1.6.4 Print in color, grayscale, or black and white
- 1.7 Configure and Present a Slide Show**
 - 1.7.1 Create custom slide shows
 - 1.7.2 Configure slide show options
 - 1.7.3 Rehearse slide show timing
 - 1.7.4 Present a slide show by using Presenter View

Insert and Format Text, Shapes, and Images

- 2.1 Insert and Format Text**
 - 2.1.1 Insert text on a slide
 - 2.1.2 Apply formatting and styles to text
 - 2.1.3 Apply WordArt styles to text
 - 2.1.4 Format text in multiple columns
 - 2.1.5 Create bulleted and numbered lists
 - 2.1.6 Insert hyperlinks
- 2.2 Insert and Format Shapes and Text Boxes**
 - 2.2.1 Insert or replace shapes
 - 2.2.2 Insert text boxes
 - 2.2.3 Resize shapes and text boxes
 - 2.2.4 Format shapes and text boxes
 - 2.2.5 Apply styles to shapes and text boxes
- 2.3 Insert and Format Images**
 - 2.3.1 Insert images
 - 2.3.2 Resize and crop images
 - 2.3.3 Apply styles and effects
- 2.4 Order and Group Objects**
 - 2.4.1 Order objects
 - 2.4.2 Align objects
 - 2.4.3 Group objects
 - 2.4.4 Display alignment tools

Insert Tables, Charts, SmartArt, and Media

- 3.1 Insert and Format Tables**
 - 3.1.1 Create a table
 - 3.1.2 Insert and delete table rows and columns
 - 3.1.3 Apply table styles
 - 3.1.4 Import a table
- 3.2 Insert and Format Charts**
 - 3.2.1 Create a chart
 - 3.2.2 Import a chart
 - 3.2.3 Change the Chart Type
 - 3.2.4 Add a legend to a chart
 - 3.2.5 Change the chart style of a chart
- 3.3 Insert and Format SmartArt graphics**
 - 3.3.1 Create SmartArt graphics
 - 3.3.2 Convert lists to SmartArt graphics
 - 3.3.3 Add shapes to SmartArt graphics
 - 3.3.4 Reorder shapes in SmartArt graphics
 - 3.3.5 Change the color of SmartArt graphics

Insert Tables, Charts, SmartArt, and Media

- 3.4 Insert and Manage Media**
 - 3.4.1 Insert audio and video clips
 - 3.4.2 Configure media playback options
 - 3.4.3 Adjust media window size
 - 3.4.4 Set the video start and stop time
 - 3.4.5 Set media timing options

Apply Transitions and Animations

- 4.1 Apply Slide Transitions**
 - 4.1.1 Insert slide transitions
 - 4.1.2 Set transition effect options
- 4.2 Animate Slide Content**
 - 4.2.1 Apply animations to objects
 - 4.2.2 Apply animations to text
 - 4.2.3 Set animation effect options
 - 4.2.4 Set animation paths
- 4.3 Set Timing for Transitions and Animations**
 - 4.3.1 Set transition effect duration
 - 4.3.2 Configure transition start and finish options
 - 4.3.3 Reorder animations on a slide

Manage Multiple Presentations

- 5.1 Merge Content from Multiple Presentations**
 - 5.1.1 Inset slides from another presentation
 - 5.1.2 Compare two presentations
 - 5.1.3 Insert comments
 - 5.1.4 Review comments
- 5.2 Finalize Presentations**
 - 5.2.1 Protect a presentation
 - 5.2.2 Inspect a presentation
 - 5.2.3 Proof a presentation
 - 5.2.4 Preserve presentation content
 - 5.2.5 Export presentations to other formats

Microsoft PowerPoint (Microsoft 365 Apps and Office 2019): Exam MO-300

The Microsoft Office Specialist: PowerPoint Associate Certification demonstrates competency to create, edit, and enhance presentations and slideshows. The exam covers the ability to create and manage presentations, insert and format shapes and slides, create slide content, apply transitions and animations and manage multiple presentations. Presentation examples include professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows.

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 market. They can demonstrate the correct application of the principal features of PowerPoint and can complete tasks independently.

Microsoft Office Specialist Program certification exams use a performance-based format testing a candidate's knowledge, skills and abilities using the Microsoft 365 Apps and Office 2019 programs:

- Microsoft Office Specialist Program exam task instructions generally do not include the command name. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The Microsoft Office Specialist Program exam format incorporates multiple projects as in the previous version, while using enhanced tools, functions, and features from the latest programs.

Objective Domains

Manage Presentations

1.1 Modify slide masters, handout masters, and note masters

- 1.1.1 Change the slide master theme or background
- 1.1.2 Modify slide master content
- 1.1.3 Create slide layouts
- 1.1.4 Modify slide layouts
- 1.1.5 Modify the handout master
- 1.1.6 Modify the notes master

1.2 Change presentation options and views

- 1.2.1 Change slide size
- 1.2.2 Display presentations in different views
- 1.2.3 Set basic file properties

1.3 Configure print settings for presentations

- 1.3.1 Print all or part of a presentation
- 1.3.2 Print notes pages
- 1.3.3 Print handouts
- 1.3.4 Print in color, grayscale, or black and white

Microsoft Office Specialist Program is the only official Microsoft-recognized certification program for Microsoft Office globally.



Manage Presentations

- 1.4 Configure and present slide shows**
 - 1.4.1 Create custom slide shows
 - 1.4.2 Configure slide show options
 - 1.4.3 Rehearse slide show timing
 - 1.4.4 Set up slide show recording options
 - 1.4.5 Present slide shows by using Presenter View
- 1.5 Prepare presentations for collaboration**
 - 1.5.1 Mark presentations as final
 - 1.5.2 Protect presentations by using passwords
 - 1.5.3 Inspect presentations for issues
 - 1.5.4 Add and manage comments
 - 1.5.5 Preserve presentation content
 - 1.5.6 Export presentations to other formats

Manage Slides

- 2.1 Insert slides**
 - 2.1.1 Import Word document outlines
 - 2.1.2 Insert slides from another presentation
 - 2.1.3 Insert slides and select slide layouts
 - 2.1.4 Insert Summary Zoom slides
 - 2.1.5 Duplicate slides
- 2.2 Modify slides**
 - 2.2.1 Hide and unhide slides
 - 2.2.2 Modify individual slide backgrounds
 - 2.2.3 Insert slide headers, footers, and page numbers
- 2.3 Order and group slides**
 - 2.3.1 Create sections
 - 2.3.2 Modify slide order
 - 2.3.3 Rename sections

Insert and Format Text, Shapes, and Images

- 3.1 Format text**
 - 3.1.1 Apply formatting and styles to text
 - 3.1.2 Format text in multiple columns
 - 3.1.3 Create bulleted and numbered lists
- 3.2 Insert links**
 - 3.2.1 Insert hyperlinks
 - 3.2.2 Insert Section Zoom links and Slide Zoom links

Insert and Format Text, Shapes, and Images

- 3.3 Insert and format images**
 - 3.3.1 Resize and crop images
 - 3.3.2 Apply built-in styles and effects to images
 - 3.3.3 Insert screenshots and screen clippings
- 3.4 Insert and format graphic elements**
 - 3.4.1 Insert and change shapes
 - 3.4.2 Draw by using digital ink
 - 3.4.3 Add text to shapes and text boxes
 - 3.4.4 Resize shapes and text boxes
 - 3.4.5 Format shapes and text boxes
 - 3.4.6 Apply built-in styles to shapes and text boxes
 - 3.4.7 Add alt text to graphic elements for accessibility
- 3.5 Order and group objects on slides**
 - 3.5.1 Order shapes, images, and text boxes
 - 3.5.2 Align shapes, images, and text boxes
 - 3.5.3 Group shapes and images
 - 3.5.4 Display alignment tools

Insert Tables, Charts, SmartArt, 3D Models, and Media

4.1 Insert and format tables

- 4.1.1 Create and insert tables
- 4.1.2 Insert and delete table rows and columns
- 4.1.3 Apply built-in table styles

4.2 Insert and modify charts

- 4.2.1 Create and insert charts
- 4.2.2 Modify charts

4.3 Insert and format SmartArt graphics

- 4.3.1 Insert SmartArt graphics
- 4.3.2 Convert lists to SmartArt graphics
- 4.3.3 Add and modify SmartArt graphic content

4.4 Insert and modify 3D models

- 4.4.1 Insert 3D models
- 4.4.2 Modify 3D models

4.5 Insert and manage media

- 4.5.1 Insert audio and video clips
- 4.5.2 Create and insert screen recordings
- 4.5.3 Configure media playback options

Apply Transitions and Animations

5.1 Apply and configure slide transitions

- 5.1.1 Apply basic and 3D slide transitions
- 5.1.2 Configure transition effects

5.2 Animate slide content

- 5.2.1 Animate text and graphic elements
- 5.2.2 Animate 3D models
- 5.2.3 Configure animation effects
- 5.2.4 Configure animation paths
- 5.2.5 Reorder animations on a slide

5.3 Set timing for transitions

- 5.3.1 Set transition effect duration
- 5.3.2 Configure transition start and finish options

Microsoft Word (Office 2016): Core Document Creation, Collaboration and Communication; Exam 77-725

Successful candidates for the Microsoft Word (Office 2016) exam have approximately 150 hours of instruction and hands-on experience with the product. They will demonstrate the correct application of the principle features of Word 2016 by creating and editing 2- to 3-page documents for a variety of purposes and situations. Document examples include professional-looking reports, multi-column newsletters, résumés, and business correspondence.

MOS 2016 certification exams introduce a new performance-based format for improved testing of a candidate's knowledge, skills and abilities using the MOS 2016 programs:

- MOS 2016 exam task instructions generally do not include the command name as in previous versions. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The MOS 2016 exam format incorporates multiple projects.

Objective Domains

Create and Manage Documents

- 1.1 Create a Document**
 - 1.1.1 Create a blank document
 - 1.1.2 Create a blank document using a template
 - 1.1.3 Open a PDF in Word for editing
 - 1.1.4 Insert text from a file or external source
- 1.2 Navigate Through a Document**
 - 1.2.1 Search for text
 - 1.2.2 Insert hyperlinks
 - 1.2.3 Create bookmarks
 - 1.2.4 Move to a specific location or object in a document
- 1.3 Format a Document**
 - 1.3.1 Modify page setup
 - 1.3.2 Apply document themes
 - 1.3.3 Apply document style sets
 - 1.3.4 Insert headers and footers
 - 1.3.5 Insert page numbers
 - 1.3.6 Format page background elements
- 1.4 Customize Options and Views for Documents**
 - 1.4.1 Change document views
 - 1.4.2 Customize views by using zoom settings
 - 1.4.3 Customize the Quick Access toolbar
 - 1.4.4 Split the window
 - 1.4.5 Add document properties
 - 1.4.6 Show or hide formatting symbols

Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.



Microsoft
Office Specialist

Create and Manage Documents

- 1.5 Print and Save Documents**
 - 1.5.1 Modify print settings
 - 1.5.2 Save documents in alternative file formats
 - 1.5.3 Print all or part of a document
 - 1.5.4 Inspect a document for hidden properties or personal information
 - 1.5.5 Inspect a document for accessibility issues
 - 1.5.6 Inspect a document for compatibility issues

Format Text, Paragraphs, and Sections

- 2.1 Insert Text and Paragraphs**
 - 2.1.1 Find and replace text
 - 2.1.2 Cut, copy and paste text
 - 2.1.3 Replace text by using AutoCorrect
 - 2.1.4 Insert special characters
- 2.2 Format Text and Paragraphs**
 - 2.2.1 Apply font formatting
 - 2.2.2 Apply formatting by using Format Painter
 - 2.2.3 Set line and paragraph spacing and indentation
 - 2.2.4 Clear formatting
 - 2.2.5 Apply a text highlight color to text selections
 - 2.2.6 Apply built-in styles to text
 - 2.2.7 Change text to WordArt
- 2.3 Order and Group Text and Paragraphs**
 - 2.3.1 Format text in multiple columns
 - 2.3.2 Insert page, section, or column breaks
 - 2.3.3 Change page setup options for a section

Create Tables and Lists

- 3.1 Create a Table**
 - 3.1.1 Convert text to tables
 - 3.1.2 Convert tables to text
 - 3.1.3 Create a table by specifying rows and columns
 - 3.1.4 Apply table styles
- 3.2 Modify a Table**
 - 3.2.1 Sort table data
 - 3.2.2 Configure cell margins and spacing
 - 3.2.3 Merge and split cells
 - 3.2.4 Resize tables, rows, and columns
 - 3.2.5 Split tables
 - 3.2.6 Configure a repeating row header
- 3.3 Create and Modify a List**
 - 3.3.1 Create a numbered or bulleted list
 - 3.3.2 Change bullet characters or number formats for a list level
 - 3.3.3 Define a custom bullet character or number format
 - 3.3.4 Increase or decrease list levels
 - 3.3.5 Restart or continue list numbering
 - 3.3.6 Set starting number value

Create and Manage References

- 4.1 Create and Manage Reference Markers**
 - 4.1.1 Insert footnotes and endnotes
 - 4.1.2 Modify footnote and endnote properties
 - 4.1.3 Create bibliography citation sources
 - 4.1.4 Modify bibliography citation sources
 - 4.1.5 Insert citations for bibliographies
 - 4.1.6 Insert figure and table captions
 - 4.1.7 Modify caption properties
- 4.2 Create and Manage Simple References**
 - 4.2.1 Insert a standard table of contents
 - 4.2.2 Update a table of contents
 - 4.2.3 Insert a cover page

Insert and Format Graphic Elements

- 5.1 Insert Graphic Elements**
 - 5.1.1 Insert shapes
 - 5.1.2 Insert pictures
 - 5.1.3 Insert a screen shot or screen clipping
 - 5.1.4 Insert text boxes
- 5.2 Format Graphic Elements**
 - 5.2.1 Apply artistic effects
 - 5.2.2 Apply picture effects
 - 5.2.3 Remove picture backgrounds
 - 5.2.4 Format objects
 - 5.2.5 Apply a picture style
 - 5.2.6 Wrap text around objects
 - 5.2.7 Position objects
 - 5.2.8 Add alternative text to objects for accessibility
- 5.3 Insert and Format SmartArt Graphics**
 - 5.3.1 Create a SmartArt graphic
 - 5.3.2 Format a SmartArt graphic
 - 5.3.3 Modify SmartArt graphic content

Microsoft Word (Microsoft 365 Apps and Office 2019): Exam MO-100

The Microsoft Office Specialist: Word Associate Certification demonstrates competency in the correct application of the principle features of Word by creating and editing documents for a variety of purposes and situations. The exam covers the ability to create and maintain professional-looking reports, multicolumn newsletters, résumés, and business correspondence.

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 market. They can demonstrate the correct application of the principal features of Word and can complete tasks independently.

Microsoft Office Specialist Program certification exams use a performance-based format testing a candidate's knowledge, skills and abilities using the Microsoft 365 Apps and Office 2019 programs:

- Microsoft Office Specialist Program exam task instructions generally do not include the command name. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The Microsoft Office Specialist Program exam format incorporates multiple projects as in the previous version, while using enhanced tools, functions, and features from the latest programs.

Objective Domains

Manage Documents

1.1 Navigate within documents

- 1.1.1 Search for text
- 1.1.2 Link to locations within documents
- 1.1.3 Move to specific locations and objects in documents
- 1.1.4 Show and hide formatting symbols and hidden text

1.2 Format documents

- 1.2.1 Set up document pages
- 1.2.2 Apply style sets
- 1.2.3 Insert and modify headers and footers
- 1.2.4 Configure page background elements

1.3 Save and share documents

- 1.3.1 Save documents in alternative file formats
- 1.3.2 Modify basic document properties
- 1.3.3 Modify print settings
- 1.3.4 Share documents electronically

1.4 Inspect documents for issues

- 1.4.1 Locate and remove hidden properties and personal information
- 1.4.2 Locate and correct accessibility issues
- 1.4.3 Locate and correct compatibility issues

Microsoft Office Specialist Program is the only official Microsoft-recognized certification program for Microsoft Office globally.



Insert and Format Text, Paragraphs, and Sections

- 2.1 Insert text and paragraphs**
 - 2.1.1 Find and replace text
 - 2.1.2 Insert symbols and special characters
- 2.2 Format text and paragraphs**
 - 2.2.1 Apply text effects
 - 2.2.2 Apply formatting by using Format Painter
 - 2.2.3 Set line and paragraph spacing and indentation
 - 2.2.4 Apply built-in styles to text
 - 2.2.5 Clear formatting
- 2.3 Create and configure document sections**
 - 2.3.1 Format text in multiple columns
 - 2.3.2 Insert page, section, and column breaks
 - 2.3.3 Change page setup options for a section

Manage Tables and Lists

- 3.1 Create tables**
 - 3.1.1 Convert text to tables
 - 3.1.2 Convert tables to text
 - 3.1.3 Create tables by specifying rows and columns
- 3.2 Modify tables**
 - 3.2.1 Sort table data
 - 3.2.2 Configure cell margins and spacing
 - 3.2.3 Merge and split cells
 - 3.2.4 Resize tables, rows, and columns
 - 3.2.5 Split tables
 - 3.2.6 Configure a repeating row header
- 3.3 Create and modify lists**
 - 3.3.1 Format paragraphs as numbered and bulleted lists
 - 3.3.2 Change bullet characters and number formats
 - 3.3.3 Define custom bullet characters and number formats
 - 3.3.4 Increase and decrease list levels
 - 3.3.5 Restart and continue list numbering
 - 3.3.6 Set starting number values

Create and Manage References

- 4.1 Create and manage reference elements**
 - 4.1.1 Insert footnotes and endnotes
 - 4.1.2 Modify footnote and endnote properties
 - 4.1.3 Create and modify bibliography citation sources
 - 4.1.4 Insert citations for bibliographies
- 4.2 Create and manage reference tables**
 - 4.2.1 Insert tables of contents
 - 4.2.2 Customize tables of contents
 - 4.2.3 Insert bibliographies

Insert and Format Graphic Elements

- 5.1 Insert illustrations and text boxes**
 - 5.1.1 Insert shapes
 - 5.1.2 Insert pictures
 - 5.1.3 Insert 3D models
 - 5.1.4 Insert SmartArt graphics
 - 5.1.5 Insert screenshots and screen clippings
 - 5.1.6 Insert text boxes
- 5.2 Format illustrations and text boxes**
 - 5.2.1 Apply artistic effects
 - 5.2.2 Apply picture effects and picture styles
 - 5.2.3 Remove picture backgrounds
 - 5.2.4 Format graphic elements
 - 5.2.5 Format SmartArt graphics
 - 5.2.6 Format 3D models
- 5.3 Add text to graphic elements**
 - 5.3.1 Add and modify text in text boxes
 - 5.3.2 Add and modify text in shapes
 - 5.3.3 Add and modify SmartArt graphic content
- 5.4 Modify graphic elements**
 - 5.4.1 Position objects
 - 5.4.2 Wrap text around objects
 - 5.4.3 Add alternative text to objects for accessibility

Manage Document Collaboration

- 6.1 Add and manage comments**
 - 6.1.1 Add comments
 - 6.1.2 Review and reply to comments
 - 6.1.3 Resolve comments
 - 6.1.4 Delete comments
- 6.2 Manage change tracking**
 - 6.2.1 Track changes
 - 6.2.2 Review tracked changes
 - 6.2.3 Accept and reject tracked changes
 - 6.2.4 Lock and unlock change tracking