Word 2019 Expert (MO-101) In Browser Labs

Product Id (204629)

🕐 3h 22m | 🏷️ Office 2019 | 📚 4 module(s) | ▁▂▃▅ All

✔ Has resources

Word 2019 Expert builds on the Word 2019 course and readies one for the Word 2019 Expert exam. Skills taught are important for employability in today's digital world and include managing options and settings, advanced editing and formatting, custom document elements, and advanced Word features such as forms, macros, and mail merges. These skills offer crucial time-saving features for anyone looking to improve on their Word skills.

A Certificate of Completion can be earned by scoring 80% or better on all Post-Assessments. A Badge can be earned by scoring 90% or better on all Post-Assessments.

Course content

[Expand all] [Collapse all]

Domain 1 - Manage Document Options and Settings	🕐 34m 44s	Open

📖 Word 2019 Expert Workbook		
Lesson 1 - Manage Documents and Templates	🕐 22m	Open
Lesson 2 - Collaboration and Language Options	🕐 12m 44s	Open
📄 Domain 1 Post-Assessment		

Domain 2 - Use Advanced Editing and Formatting Features	🕐 24m 6s	Open

Lesson 1 - Find, Replace, and Paste Document Content	🕐 9m 12s	Open

Lesson 2 - Paragraph Layout Options; Create and Manage Styles	🕐 14m 54s	Open
📄 Domain 2 Post-Assessment		

Domain 3 - Create Custom Document Elements	🕐 33m 8s	Open

Lesson 1 - Create Building Blocks and Design Elements	🕐 16m 49s	Open
Lesson 2 - Create and Manage Indexes and Tables of Figures	🕐 16m 19s	Open
📄 Domain 3 Post-Assessment		

Domain 4 - Use Advanced Word Features	🕐 39m 46s	Open

Lesson 1 - Manage Forms, Fields, and Controls	🕐 11m 10s	Open
Lesson 2 - Create and Modify Macros	🕐 8m 48s	Open
Lesson 3 - Perform Mail Merges	🕐 19m 48s	Open
📄 Domain 4 Post-Assessment		

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