

Central Maine Community College in partnership with ed2go offers online education courses designed to provide the workforce with sustainable skills necessary to enter a new field or advance your current career. Our Online Advanced Career Training courses provide the most effective online training. Students are assigned a student advisor who will assist the students with setting an achievable study/completion schedule.

To earn a certificate in **Microsoft Office Specialist 2019 (MOS) Certification Training (Vouchers Included)**, students must complete **335** hours of training with a passing grade.

**Course Information:**

Course Title: Microsoft Office Specialist 2019 (MOS) Certification Training (Vouchers Included)  
Course Code: GES898  
Course Duration: 6 Months/335 Course Hours

**Objectives:**

This course prepares you for the Microsoft Office Specialist (MOS) 2019 certification exams for Word, Excel, PowerPoint, Access, and Outlook. You will build your expertise in these programs through hands-on exercises, in-depth course material, and supplemental video demonstrations. As you prepare for each exam, you will test your skills at regular intervals with quizzes and exams.

By course completion, you will be fully prepared to take the MOS Certification Exams MO-100 (Word), MO-200 (Excel), MO-300 (PowerPoint), MO-400 (Outlook), and MO-500 (Access) exams. This course offers enrollment with or without vouchers. The vouchers are prepaid access to sit for the certifying exams upon eligibility. Proctor fees may apply, which are not included.

**Requirements and Materials (If Applicable):**

Hardware Requirements:

This course must be taken on a PC device. A Mac OS is not compatible.

Software Requirements:

- PC: Windows 10 or later operating systems.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Microsoft Word, Excel, PowerPoint, Outlook and Access 2019 (not included in enrollment). While Microsoft Word, Excel, PowerPoint, Outlook and Access 2019 is ideal, you can use the versions that comes with Office 365. Please note that there may be some differences between your version of these programs and what you see in the course.
- Adobe Flash Player. [Click here to download the Flash Player.](#)

Course URL: <https://careertraining.ed2go.com/cm/training-programs/microsoft-office-specialist-2019-certification-training-vouchers-included/>

- Adobe Acrobat Reader. Click here to download the Acrobat Reader.
- Software must be installed and fully operational before the course begins.
- Other: Email capabilities and access to a personal email account.

Instructional Material Requirements: The instructional materials required for this course are included in enrollment and available online.

## **Outline:**

### **Microsoft Word 2019**

#### **I. Introduction to Microsoft Word 2019**

- Creating a Microsoft Word Document
- The Ribbon
- The File Tab
- The Quick Access Toolbar
- Formatting Microsoft Word Documents
- Editing Documents
- Finalizing Microsoft Word Documents
- Introduction to Microsoft Word 2019 Exam

#### **II. Intermediate Microsoft Word 2019**

- Advanced Formatting
- Working with Tables
- Working with Images
- Page Layout
- Working with Illustrations
- Viewing Your Document(s)
- Intermediate Microsoft Word 2019 Exam

#### **III. Advanced Microsoft Word 2019**

- Working with Long Documents
- Reviewing and Collaborating on Documents
- Comparing and Combining Documents
- Managing Mailings
- Protecting Documents
- Random Useful Items
- Advanced Microsoft Word 2019 Exam

#### **IV. Microsoft Word Final Exam**

### **Microsoft Excel 2019**

#### **V. Introduction to Microsoft Excel 2019**

- Creating a Microsoft Excel Workbook
- The Ribbon
- The Backstage View (The File Menu)
- Entering Data in Microsoft Excel Worksheets
- Formatting Microsoft Excel Worksheets

- F. Using Formulas in Microsoft Excel
- G. Working with Rows and Columns
- H. Editing Worksheets
- I. Finalizing Microsoft Excel Worksheets
- J. Introduction to Microsoft Excel 2019 Exam

#### **VI. Intermediate Microsoft Excel 2019**

- A. Advanced Formulas
- B. Working with Lists
- C. Working with Illustrations
- D. Visualizing Your Data
- E. Working with Tables
- F. Advanced Formatting
- G. Intermediate Microsoft Excel 2019 Exam

#### **VII. Advanced Microsoft Excel 2019**

- A. Using Pivot Tables
- B. Auditing Worksheets
- C. Data Tools
- D. Working with Others
- E. Recording and Using Macros
- F. Random Useful Items
- G. Advanced Microsoft Excel 2019 Exam

#### **VIII. Microsoft Excel 2019 Final Exam**

#### **Microsoft PowerPoint 2019**

##### **IX. Introduction to Microsoft PowerPoint 2019**

- A. Creating a PowerPoint Presentation
- B. The Ribbon
- C. The Quick Access Toolbar
- D. The Backstage View (The File Menu)
- E. Formatting Microsoft PowerPoint Presentations
- F. Working with Images
- G. Working with Tables and Charts
- H. Finalizing Microsoft PowerPoint Presentations
- I. Introduction to Microsoft PowerPoint 2019 Final Exam

##### **X. Advanced Microsoft PowerPoint 2019**

- A. Customizing Presentations
- B. Presentation Masters
- C. Working with Special Effects ?
- D. Using SmartArt ?
- E. Multimedia ?
- F. Setting Up the Slide Show ?
- G. Outlines and Slides ?
- H. Managing Multiple Presentations ?

- I. Sharing and Securing a Presentation
- J. Advanced Microsoft PowerPoint 2019 Final Exam

**XI. Microsoft PowerPoint 2019 Final Exam**

**Microsoft Outlook 2019**

**XII. Introduction to Microsoft Outlook 2019**

- A. The Outlook 2019 Interface
- B. Performing Popular Tasks in Outlook 2019
- C. Working with Messages
- D. Working with the Calendar
- E. Organizing Contacts
- F. Introduction to Microsoft Outlook 2019 Exam

**XIII. Advanced Microsoft Outlook 2019**

- A. Working with Tasks and Notes
- B. Using Signature and Themes
- C. Managing Your Inbox
- D. Working with Multiple Email Accounts
- E. Advanced Microsoft Outlook 2019 Exam
- F. Advanced Microsoft PowerPoint 2019 Final Exam

**XIV. Microsoft Outlook Final Exam**

**Microsoft Access 2019**

**XV. Introduction to Microsoft Access 2019**

- A. Quick Overview of the Access User Interface
- B. Fundamentals
- C. Tables and Their Views
- D. Tables
- E. Queries
- F. Forms
- G. Reports
- H. Introduction to Microsoft Access 2019 Final Exam

**XVI. Advanced Microsoft Access 2019**

- A. Relationships
- B. Queries
- C. Table Functions
- D. Forms
- E. Reports
- F. Macros
- G. Completing the Desktop Application
- H. Advanced Microsoft Access 2019 Final Exam

**XVII. Microsoft Access Final Exam**

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phone: XXX.XXX.XXXX  
Course URL: