

# Microsoft Office Specialist (MOS)

16 weeks

In Person/Zoom

\$3,850 per participant

Location: 1351 S. Redondo Center Dr.

Yuma, Az 85365

\*Zoom link will be provided upon registration



Continuing Education



## WORD 2021/365

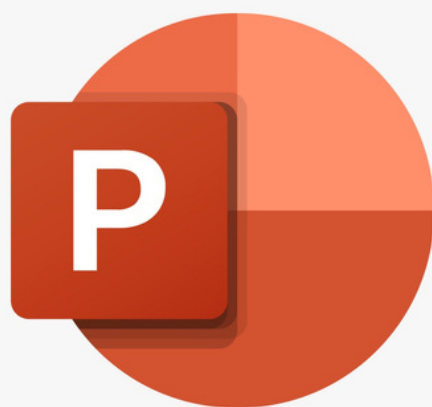
### Competencies to be achieved:

1. Navigate within documents
2. Format documents
3. Save and share documents
4. Inspect documents for issues
5. Insert text and paragraphs
6. Format text and paragraphs
7. Create and configure document sections
8. Create tables
9. 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 2021/365

### Competencies to be achieved:

1. Import data into workbooks
2. Navigate within workbooks
3. Format worksheets and workbooks
4. Customize options and views
5. Configure content for collaboration
6. Manipulate data in worksheets
7. Format cells and ranges
8. Define and reference named ranges
9. 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 2021/365

### Competencies to be achieved:

1. Modify slide masters, handout masters, note masters
2. Change presentation options and views
3. Configure print settings for presentations
4. Configure and present slide shows
5. Prepare presentations for collaboration
6. Insert slides
7. Modify slides
8. Order and group slides
9. 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 2021/365

*Same competencies for Word, Excel, PowerPoint plus Outlook*

### Competencies to be achieved:

1. Customize Outlook settings
2. Configure mail settings
3. Perform search operations
4. Print and save information
5. Create messages
6. Insert message content
7. Organize and manage messages
8. Create and manage calendars
9. Create appointments, meetings and events
10. Organize and manage appointments, meetings, and events
11. Create and manage contact groups
12. Create and manage tasks



**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.

**TO REGISTER & PAY:**

**CALL (928) 317-7674**

**ContinuingEd@azwestern.edu**

**Refund: Policy: No refund will be granted after the first day of the registered course.**