

Microsoft® Office Specialist Associate (MOS)



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



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



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



OUTLOOK 2021/365

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

Monday - Thursday
10/28/25 - 2/24/26
5:00 PM - 8:00 PM

SAT: 11/8, 11/15, 12/6
9:00am - 12:00pm

In Person or Zoom Course

*Zoom link will be provided upon registration

Location: 1351 S. Redondo Center Dr.
Yuma, AZ 85365

\$3,850 per participant

SCAN ME



Email: ContinuingEd@azwestern.edu

To Register and Pay: (928) 317-7674

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.

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

***Financial Assistance is available through AZ@Work programs. Please contact your local AZ@Work office or AWC Continuing Education for more information on eligibility requirements.**