

# MOS Word 2016 Essentials Online Course

## Key Information

**Course Format:**  
Online Course

**Price:**  
£150.00

**Assessment:**  
Online Assessment

**Payment Options:**  
Spread the cost over 4 monthly payments

**Approximate Study Time:**  
60 Hours of Self Study

**Initial Payment of**  
£60.00

**Approximate Delivery Time:**  
1-2 Working Days via Email

**Followed by 3 payments of:**  
£30.00



The **MOS Word 2016 Essentials online course** is designed for both students who are interested in gaining a broad knowledge of the Word 2016 application and for experienced Word 2016 users who wish to undertake a refresher course. The course follows the Microsoft Office Specialist (MOS) syllabus, and more, and is the ideal study guide for those wishing to gain the industry-recognised MOS certification.

Proficiency in Microsoft Office products, and Word in particular, is increasingly important in today's competitive business environment and, whether you are currently employed or a job seeker, Microsoft Office Specialist certification proves to employers and prospective employers that you have the necessary skills to become an important member of their team.

The MOS Word 2016 Essentials course teaches all you need to know about the major components of the Word 2016 application and is presented in a modern multimedia online format, with the constant support and guidance of your designated course tutor, who is there for you every step of the way.

The course contains valuable tips on preparing for the MOS examination and includes free access to the GMetrix range of MOS exam practice questions, which have the same format as the MOS exam itself.

## The MOS Word 2016 Essentials course consists of the following modules:

### LESSON 1 – CREATE & MANAGE DOCUMENTS

- Introduction
- Word Basics
- Creating Documents
- Navigating Documents
- Formatting Documents
- Customisation Document Options & Views
- Printing & Saving Documents
- Lesson Review & Quiz
- Assignment 1 – Word Document Exercises

### LESSON 2 – FORMATTING TEXT & PARAGRAPHS

- Introduction
- Inserting Text & Paragraphs
- Formatting Text & Paragraphs
- Ordering & Grouping Text & Paragraphs
- Lesson Review & Quiz
- Assignment 2 – Formatting Exercises

### LESSON 3 – CREATING TABLES & LISTS

- Introduction
- Creating a Table

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- Modifying A Table
- Creating & Modifying Lists
- Lesson Review & Quiz
- Assignment 3 – Table & List Exercises

## LESSON 4 – APPLYING REFERENCES

- Introduction
- Creating Endnotes & Footnotes
- Making Citations
- Inserting Figure & Table Captions
- Create & Manage Simple References
- Lesson Review & Quiz
- Assignment 4 – Reference Exercises

## LESSON 5 – INSERTING & FORMATTING GRAPHIC ELEMENTS

- Introduction
- Inserting Graphic Elements
- Format Graphic Elements
- Inserting & Formatting SmartArt Graphics
- Lesson Review & Quiz
- Assignment 5 – Course Project
- The MOS Examination Explained

### Free GMetrix Exam Preparation Software:

The course also comes with GMetrix exam preparation software. The GMetrix Skills Management System provides everything you need to prepare for the Microsoft Office Specialist (MOS) Certification.

### Overview of Test features:

Practice tests map to the Microsoft Office Specialist (MOS) exam objectives. All tests are in-application or performance-based simulations to provide the best assessment of real-world experience. All tests have both a testing and a training mode providing step-by-step help on each question. Progress at own pace, save test to resume later, return to skipped questions. Detailed, printable score report highlighting areas requiring further review. Please Note: You will need a version of Microsoft Office 2016 to be able to use the GMetrix software package.

### Prerequisites:

There are no particular entry requirements as the course is set out for beginners although students will require their own version of Microsoft Word 2016 to complete the course.

**Please Note:** The course covers the use of Microsoft Word 2016 which is a PC version of the software. It will be possible to view the course materials using an Apple Mac although the information within the course will be specific to the PC version of Microsoft Office which will differ from Mac versions.

### Course Duration & Support:

Students may register at any time and have a full year to complete their studies. You also have access to a personal tutor by mail or email for a 12 month period. Course extensions can be purchased if you do not complete this course within the 12 month period. As the course is self-study you can complete in as little or as long a time as you prefer.

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## Assessment:

You will be assessed on assignments which are detailed in the course materials. These assignments will require you to create work on, create and edit spreadsheet files. Your work can be sent back to your course tutor by email.

## Certification:

On successful completion of this course students will receive our Word 2016 Essentials Certificate of Completion with feedback from your tutor, and students can also apply for the Microsoft Office Specialist (MOS) 77-725 exam.



Examinations must be sat at a registered Certiport Testing Centre. Exam vouchers (Valid for 12 Months) can be purchased from our website for £75.00. We usually advise buying a voucher when you are ready to sit your test, although you can add this to your order when you purchase your course.

Students can locate testing centres and schedule appointments on the Certiport Website by following the Test Candidates > Locate a Testing Centre links.

**Please Note:** Exam Centres will usually charge an additional proctoring fee (Approximately £15.00) for sitting exams.