

# MOS Word 2016 Essentials & Expert Course

## Key Information

**Course Format:**  
Online Course

**Price:**  
£225.00

**Assessment:**  
Online Assessment (Optional exam)

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

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

**Initial Payment of**  
£90.00

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

**Followed by 3 payments of:**  
£45.00

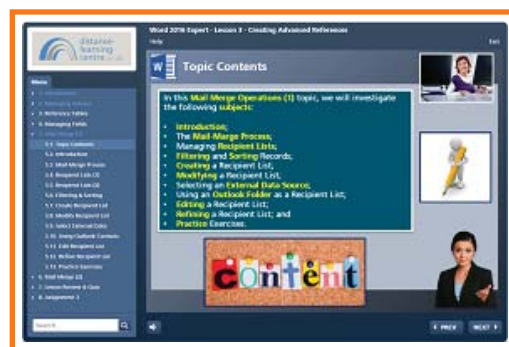


The **MOS Word 2016 Essentials & Expert Course Bundle** allows students to purchase our Word 2016 Essentials and Word 2016 Expert courses together, for a combined price of £225.00, making a saving of £75.00!

This course will allow students to start at a beginners level and will provide you with the skills to use this popular word processing software package to an advanced level.

Based on the proven "learn-by-example" principle which, as the name implies, provides real-world examples to illustrate a particular topic or technique, the courses are delivered through the Distance Learning Centre's highly-acclaimed on-line training portal via a standard web browser, such as Internet Explorer, Firefox, Chrome, Opera, or Safari.

You will also be supported by a personal tutor who is available to provide feedback on your work at any time throughout the period of study.



**The MOS Word 2016 Essentials & Expert Course Bundle consists of:**

### MOS Word 2016 Essentials Course:

The MOS Word 2016 Essentials course teaches all you need to know about the major components of the Word 2016 application

- Lesson 1 - Create & Manage Documents
- Lesson 2 - Formatting Text & Paragraphs
- Lesson 3 - Creating Tables & Lists
- Lesson 4 - Applying References
- Lesson 5 - Inserting & Formatting Graphic Elements

### MOS Word 2016 Expert Course:

The MOS Word 2016 Expert course focuses on the more advanced features of the Word 2016 application, including the customisation of themes and style sets.

- Lesson 1 - Managing Document Options & Settings
- Lesson 2 - Designing Advanced Documents
- Lesson 3 - Creating Advanced References
- Lesson 4 - Creating Custom Word Elements

# MOS Word 2016 Essentials & Expert Course

## 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.

## 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 and Expert Certificate of Completion with feedback from your tutor, and students can also apply for the Microsoft Office Specialist Word 2016 77-725 Exam, and the Microsoft Office Specialist Word 2016 Expert 77-726 Exam.



Examinations must be sat at a registered Certiport Testing Centre. Exam vouchers (Valid for 12 Months) can be purchased from our website for £90.00. 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.