# MO-111: Microsoft Word Expert (Microsoft 365 Apps) Training

## *COURSE CONTENT*

## About Multisoft

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## About Course

The MO-111: Microsoft Word Expert (Microsoft 365 Apps) course offered by Multisoft Systems is designed for individuals seeking to elevate their Microsoft Word skills to an expert level. This course dives deep into the advanced functionalities of Microsoft Word, part of Microsoft 365 Apps, empowering participants to master the software's more complex features.

## Module 1: Manage documents and templates

- ✓ Modify existing document templates
- ✓ Manage document versions
- ✓ Compare and combine multiple documents
- ✓ Link to external document content
- ✓ Enable macros in a document
- ✓ Manage the Quick Access toolbar
- ✓ Display hidden ribbon tabs
- ✓ Change the Normal template default font

## Module 2: Prepare documents for collaboration

- ✓ Restrict editing
- ✓ Protect documents by using passwords

## Module 3: Use and configure language options

- ✓ Configure editing and display languages
- ✓ Use language-specific features

## Module 4: Find, replace, and paste document content

- ✓ Find and replace text by using wildcards and special characters
- ✓ Find and replace formatting and styles
- ✓ Apply paste options

## Module 5: Configure paragraph layout options

- ✓ Configure hyphenation and line numbers
- ✓ Set paragraph pagination options

## Module 6: Create and manage paragraph, character, and table styles

- ✓ Create styles
- ✓ Modify styles
- ✓ Copy styles to other documents or templates

## Module 7: Create and modify building blocks

- ✓ Create QuickParts
- ✓ Manage building blocks

## Module 8: Create custom design elements

- ✓ Create custom color sets
- ✓ Create custom font sets
- ✓ Create custom themes
- ✓ Create custom style sets

## Module 9: Create and manage indexes

- ✓ Mark index entries
- ✓ Create indexes
- ✓ Update indexes

## Module 10: Create and manage tables of figures

- ✓ Insert figure and table captions
- ✓ Configure caption properties
- ✓ Insert and modify a table of figures

## Module 11: Create and manage bibliographies

- ✓ Create and modify bibliography citation sources
- ✓ Insert citations for bibliographies
- ✓ Insert bibliographies

## Module 12: Manage forms, fields, and controls

- ✓ Add custom fields
- ✓ Modify field properties
- ✓ Insert standard content controls
- ✓ Configure standard content controls

## Module 13: Create and modify macros

- ✓ Record simple macros
- ✓ Name simple macros
- ✓ Edit simple macros
- ✓ Copy macros to other documents or templates

## Module 14: Perform mail merges

- ✓ Manage recipient lists
- ✓ Insert merged fields
- ✓ Preview merge results
- ✓ Create merged documents, labels, and envelopes