

Microsoft Office Specialist Program

Total Duration 6 Days

Microsoft Word (Office 2019) (MO-100)

NOTE: The bullets that appear below each of the skills measured are intended to illustrate how we are assessing that skill. This list is not definitive or exhaustive.

NOTE: In most cases, exams do NOT cover preview features, and some features will only be added to an exam when they are GA (General Availability).

Manage documents

Navigate within documents

- Search for text
- Link to locations within documents
- Move to specific locations and objects in documents
- Show and hide formatting symbols and hidden text

Format documents

- Set up document pages
- Apply style sets
- Insert and modify headers and footers
- Configure page background elements

Save and share documents

- Save documents in alternative file formats
- Modify basic document properties
- Modify print settings
- Share documents electronically

Inspect documents for issues

- Locate and remove hidden properties and personal information
- Locate and correct accessibility issues
- Locate and correct compatibility issues

Insert and format text, paragraphs, and sections

Insert text and paragraphs

- Find and replace text
- Insert symbols and special characters

Format text and paragraphs

- Apply text effects
- Apply formatting by using Format Painter
- Set line and paragraph spacing and indentation
- Apply built-in styles to text
- Clear formatting

Create and configure document sections

- Format text in multiple columns
- Insert page, section, and column breaks
- Change page setup options for a section

Manage tables and lists

Create tables

- Convert text to tables
- Convert tables to text
- Create tables by specifying rows and columns

Modify tables

- Sort table data
- Configure cell margins and spacing
- Merge and split cells
- Resize tables, rows, and columns
- Split tables
- Configure a repeating row header

Create and modify lists

- Format paragraphs as numbered and bulleted lists
- Change bullet characters and number formats

- Define custom bullet characters and number formats
- Increase and decrease list levels
- Restart and continue list numbering
- Set starting number values

Create and manage references

Create and manage reference elements

- Insert footnotes and endnotes
- Modify footnote and endnote properties
- Create and modify bibliography citation sources
- Insert citations for bibliographies

Create and manage reference tables

- Insert tables of contents
- Customize tables of contents
- Insert bibliographies

Insert and format graphic elements

Insert illustrations and text boxes

- Insert shapes
- Insert pictures
- Insert 3D models
- Insert SmartArt graphics
- Insert screenshots and screen clippings
- Insert text boxes

Format illustrations and text boxes

- Apply artistic effects
- Apply picture effects and picture styles
- Remove picture backgrounds
- Format graphic elements
- Format SmartArt graphics
- Format 3D models

Add text to graphic elements

- Add and modify text in text boxes

- Add and modify text in shapes
- Add and modify SmartArt graphic content

Modify graphic elements

- Position objects
- Wrap text around objects
- Add alternative text to objects for accessibility

Manage document collaboration

Add and manage comments

- Add comments
- Review and reply to comments
- Resolve comments
- Delete comments

Manage change tracking

- Track changes
- Review tracked changes
- Accept and reject tracked changes
- Lock and unlock change tracking

Microsoft Excel (Office 2019) (MO-200)

Manage worksheets and workbooks

Import data into workbooks

- Import data from .txt files
- Import data from .csv files

Navigate within workbooks

- Search for data within a workbook
- Navigate to named cells, ranges, or workbook elements
- Insert and remove hyperlinks

Format worksheets and workbooks

- Modify page setup
- Adjust row height and column width
- Customize headers and footers

Customize options and views

- Customize the Quick Access toolbar
- Display and modify workbook content in different views
- Freeze worksheet rows and columns
- Change window views
- Modify basic workbook properties
- Display formulas

Configure content for collaboration

- Set a print area
- Save workbooks in alternative file formats
- Configure print settings
- Inspect workbooks for issues

Manage data cells and ranges

Manipulate data in worksheets

- Paste data by using special paste options
- Fill cells by using Auto Fill
- Insert and delete multiple columns or rows
- Insert and delete cells

Format cells and ranges

- Merge and unmerge cells
- Modify cell alignment, orientation, and indentation
- Format cells by using Format Painter
- Wrap text within cells
- Apply number formats
- Apply cell formats from the Format Cells dialog box
- Apply cell styles
- Clear cell formatting

Define and reference named ranges

- Define a named range
- Name a table

Summarize data visually

- Insert Sparklines
- Apply built-in conditional formatting
- Remove conditional formatting

Manage tables and table data

Create and format tables

- Create Excel tables from cell ranges
- Apply table styles
- Convert tables to cell ranges

Modify tables

- Add or remove table rows and columns
- Configure table style options
- Insert and configure total rows

Filter and sort table data

- Filter records
- Sort data by multiple columns

Perform operations by using formulas and functions

Insert references

- Insert relative, absolute, and mixed references
- Reference named ranges and named tables in formulas

Calculate and transform datas

- Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions
- Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions
- Perform conditional operations by using the IF() function

Format and modify text

- Format text by using RIGHT(), LEFT(), and MID() functions
- Format text by using UPPER(), LOWER(), and LEN() functions
- Format text by using the CONCAT() and TEXTJOIN() functions

Manage charts

Create charts

- Create charts
- Create chart sheets

Modify charts

- Add data series to charts
- Switch between rows and columns in source data
- Add and modify chart elements

Format charts

- Apply chart layouts
- Apply chart styles
- Add alternative text to charts for accessibility

Microsoft Outlook (Office 2019) (MO-400)

Manage Outlook settings and processes

Customize Outlook settings.

- change the display of messages, calendar items, contact records, and tasks
- add accounts
- configure automatic replies

Configure mail settings

- specify default fonts for new messages and responses
- customize reply message settings
- create, assign, and modify signatures

Perform search operations

- create search folders
- search for messages, calendar items, contacts, and tasks
- search by using advanced find

Print and save information

- print message, calendar, contact, and task information
- save message attachments
- preview message attachments
- save messages in alternative formats

Manage messages

Create messages

- add or remove message attachments
- designate recipients by using courtesy copy (CC) and blind courtesy copy (BCC)
- use @mention to get someone's attention
- forward and reply to messages
- flag outgoing messages for follow up
- set the importance and sensitivity of outgoing messages

Insert message content

- insert hyperlinks
- insert images
- add signatures to individual messages

Organize and manage messages

- sort messages
- create folders
- move messages between folders
- categorize messages
- flag received messages
- ignore conversations
- change the display of messages

Manage schedules

Create and manage calendars

- set calendar work times
- manage multiple calendars

Create appointments, meetings and events

- create recurring calendar items
- cancel meetings
- create calendar items from messages
- set calendar item times and time zones
- set up meetings by using the scheduling assistant
- set availability for calendar items

Organize and manage appointments, meetings, and events

- forward calendar items
- configure reminders
- invite meeting participants
- respond to invitations
- update individual or recurring calendar items

Manage contacts and tasks

Create and manage contact records

- import contacts from external sources
- edit contact information
- share contacts

Create and manage contact groups

- create and delete contact groups
- add contacts to existing contact groups
- update contacts within contact groups

- delete contact group members

Create and manage tasks

- Create and manage tasks

Microsoft Copilot for Office