KOENIG SOLUTIONS · COURSE OUTLINE

MOS

Learn to manage documents, spreadsheets, email and schedules using Word, Excel, Outlook and Copilot for Office.

6 Days	4	197
DURATION	MODULES	TOPICS

COURSE OVERVIEW

This course covers core tasks in Microsoft Word, including managing and formatting documents, working with tables, lists, references and graphic elements, and collaborating through comments and change tracking. It then moves to Microsoft Excel, covering workbook and worksheet management, data and table handling, formulas and functions, and chart creation and formatting. The course also addresses Microsoft Outlook, covering settings, message management, scheduling, and contact and task management. It concludes with an introduction to Microsoft Copilot for Office.

WHO THIS COURSE IS FOR

Office Users | **Administrative Staff** | **Business Professionals** | **Executive Assistants** | **Data Entry Clerks**

LEARNING OBJECTIVES

- Manage and format Word documents, sections and pages
- Insert and configure tables, lists and reference elements in Word
- Insert and format graphic elements such as pictures and SmartArt
- Manage document collaboration through comments and change tracking
- Manage Excel worksheets, workbooks and data cells
- Apply formulas and functions to calculate and transform data
- Create and format Excel charts and tables
- Configure Outlook settings, messages, schedules and contacts

COURSE SYLLABUS

4 Modules, 197 Topics

01

Microsoft Word (Office 2019) (MO-100)

TOPICS

- 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

Microsoft Word (Office 2019) (MO-100) (continued)

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

Microsoft Word (Office 2019) (MO-100) (continued)

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

Microsoft Word (Office 2019) (MO-100) (continued)

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

02

Microsoft Excel (Office 2019) (MO-200)

TOPICS

- 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

Microsoft Excel (Office 2019) (MO-200) (continued)

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

Microsoft Excel (Office 2019) (MO-200) (continued)

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 DATA

- 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

Microsoft Excel (Office 2019) (MO-200) (continued)

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

03

Microsoft Outlook (Office 2019) (MO-400)

TOPICS

- 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

Microsoft Outlook (Office 2019) (MO-400) (continued)

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

04

Microsoft Copilot for Office

NOTES

- 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.
- 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).

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

Visit koenig-solutions.com | info@koenig-solutions.com