



MICROSOFT TRAINING

MO-110: Microsoft Word (Microsoft 365 Apps)

Elevate your document creation with Microsoft Word (Microsoft 365 Apps). Prepare for MO-110 to master advanced features.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This "MO-110: Microsoft Word (Microsoft 365 Apps)" course from Computer Pride is meticulously designed for professionals aiming to master the industry-standard word processing application. You will delve into advanced document creation, editing, and formatting techniques, transforming basic text into professional, impactful communications. This certification validates your proficiency in leveraging Microsoft Word's comprehensive features within the Microsoft 365 ecosystem, ensuring you can produce high-quality documents efficiently and effectively.

Throughout this intermediate-level course, you will gain hands-on experience with core technologies, including advanced paragraph and section formatting, sophisticated table and graphic integration, mail merge functions, and collaborative document review tools. Mastering these skills is critical for anyone working in a modern office environment, as it directly impacts productivity, communication clarity, and the professional presentation of information. Earning this MO-110 certification not only boosts your resume but also equips you with the confidence and expertise to tackle complex document creation tasks and contribute to a more streamlined workflow within any organization.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft
Exam Code	MO-110

COURSE CURRICULUM

01 Module 1: Managing Documents

- Creating and saving documents
- Navigating documents
- Sharing and printing documents
- Configuring document options and views

02 Module 2: Formatting Text, Paragraphs, and Sections

- Applying text effects
- Applying paragraph formatting
- Creating and managing styles
- Formatting sections

03 Module 3: Managing Tables and Lists

- Creating tables
- Modifying tables
- Creating and formatting lists

04 Module 4: Managing References

- Creating and managing reference items (footnotes, endnotes)
- Creating and managing citations and bibliographies
- Creating and managing captions
- Creating and managing an index
- Creating and managing a table of contents

Module 5: Inserting and Formatting Graphic Elements

- 05**
- Inserting and formatting pictures
 - Inserting and formatting shapes and SmartArt
 - Inserting and formatting text boxes and WordArt

06 **Module 6: Reviewing Documents and Collaboration**

- Using Track Changes
- Inserting, reviewing, and deleting comments
- Comparing and combining documents
- Protecting documents

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Administrative Assistant (Specializing in Document Management)**
- > **Technical Writer (Focusing on formatted manuals and reports)**
- > **Marketing Coordinator (Creating professional proposals and brochures)**

FREQUENTLY ASKED QUESTIONS

Q: What specific types of professional documents will I be able to create or significantly enhance after completing the MO-110 Microsoft Word course?

Upon completing MO-110, you will be proficient in creating and refining a wide array of professional documents, including complex reports with tables of contents, indexed manuals, mail merge letters, sophisticated proposals with integrated graphics and SmartArt, and collaborative documents requiring tracked changes and comments. You'll move beyond basic word processing to produce polished, publication-ready materials.

Q: Are there any prerequisites for enrolling in the MO-110: Microsoft Word (Microsoft 365 Apps) course, or is it suitable for beginners?

While MO-110 is an intermediate-level course, it assumes a foundational understanding of Microsoft Word's basic features and general computer literacy. Prior experience with document creation, saving, and basic text formatting is highly recommended. It is not designed for absolute beginners to word processing, but rather for those looking to elevate their existing Word skills to a certified professional level.

Q: How does achieving the MO-110 Microsoft Word certification specifically enhance my productivity and collaboration within a Microsoft 365-centric workplace?

Earning the MO-110 certification directly boosts your productivity by teaching you advanced formatting, automation features like mail merge, and efficient document management techniques. For collaboration, you'll master tools like Track Changes, comments, and document protection, enabling seamless teamwork, clear feedback, and secure sharing of documents within the Microsoft 365 environment, ultimately streamlining workflows and reducing errors in shared projects.

ABOUT COMPUTER PRIDE

**computerpride*****East Africa's Premier IT Training Center***

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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