

TestOut[®]

TestOut Pro Certified: Microsoft Word[®] – English 2.0

Objective Mappings:

MOS Word Associate 365 Apps and 2019 (MO-100)

MOS Word Expert 365 Apps and 2019 (MO-101)

MOS Word Associate 365 Apps (MO-110)

MOS Word Expert 365 Apps (MO-111)

Test Pro Certified: Microsoft Word[®] Advanced

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Objective Mapping: MOS Word Associate 365 Apps and 2019 (MO-100) Objectives to LabSim Section

The TestOut Pro Certified: Microsoft Word® course and certification exam cover the following Microsoft Word Associate 2019 (MO-100) objectives:

#	Domain	Module.Section
1.0	Manage Documents	
1.1	Navigate within documents <ul style="list-style-type: none"> • 1.1.1 Search for text • 1.1.2 Link to locations within documents • 1.1.3 Move to specific locations and objects in documents • 1.1.4 Show and hide formatting symbols and hidden text 	2.4 3.3, 3.4 7.2, 7.3, 7.4 11.2, 11.4
1.2	Format documents <ul style="list-style-type: none"> • 1.2.1 Set up document pages • 1.2.2 Apply style sets • 1.2.3 Insert and modify headers and footers <ul style="list-style-type: none"> ○ Insert header and footer elements ○ Add built-in headers and footers ○ Make the first page different ○ Make odd and even pages different • 1.2.4 Configure page background elements <ul style="list-style-type: none"> ○ Add watermarks ○ Add page borders 	4.1, 4.4 5.2 7.2, 7.3, 7.4 11.2, 11.4
1.3	Save and share documents <ul style="list-style-type: none"> • 1.3.1 Save documents in alternative file formats • 1.3.2 Modify basic document properties • 1.3.3 Modify print settings <ul style="list-style-type: none"> ○ Print collated and uncollated ○ Print one sided and two sided ○ Print multiple pages per sheet • 1.3.4 Share documents electronically 	2.1, 2.3 3.1 5.3 7.2, 7.3, 7.4 11.2, 11.4

1.4	<p>Inspect documents for issues</p> <ul style="list-style-type: none"> 1.4.1 Locate and remove hidden properties and personal information 1.4.2 Locate and correct accessibility issues 1.4.3 Locate and correct compatibility issues 	<p>5.3 7.2, 7.3, 7.4 11.2, 11.4</p>
2.0	Insert and Format Text, Paragraphs, and Sections	
2.1	<p>Insert text and paragraphs</p> <ul style="list-style-type: none"> 2.1.1 Find and replace text 2.1.2 Insert symbols and special characters 	<p>2.4 4.2 7.4</p>
2.2	<p>Format text and paragraphs</p> <ul style="list-style-type: none"> 2.2.1 Apply text effects 2.2.2 Apply formatting by using Format Painter 2.2.3 Set line and paragraph spacing and indentation 2.2.4 Apply built-in styles to text 2.2.5 Clear formatting 	<p>3.2, 3.3 4.4 7.4</p>
2.3	<p>Create and configure document sections</p> <ul style="list-style-type: none"> 2.3.1 Format text in multiple columns 2.3.2 Insert page, section, and column breaks 2.3.3 Change page setup options for a section <ul style="list-style-type: none"> Change columns, margins, and page orientation for a section Change columns, margins, and page orientation "From this point forward" 	<p>4.1 5.2 7.4</p>
3.0	Manage Tables and Lists	
3.1	<p>Create tables</p> <ul style="list-style-type: none"> 3.1.1 Convert text to tables 3.1.2 Convert tables to text 3.1.3 Create tables by specifying rows and columns 	<p>4.3 7.4</p>
3.2	<p>Modify tables</p>	<p>4.3 7.4</p>

	<ul style="list-style-type: none"> • 3.2.1 Sort table data • 3.2.2 Configure cell margins and spacing • 3.2.3 Merge and split cells • 3.2.4 Resize tables, rows, and columns • 3.2.5 Split tables • 3.2.6 Configure a repeating row header 	
3.3	<p>Create and modify lists</p> <ul style="list-style-type: none"> • 3.3.1 Format paragraphs as numbered and bulleted lists • 3.3.2 Change bullet characters and number formats • 3.3.3 Define custom bullet characters and number formats <ul style="list-style-type: none"> ○ Use an image as a bullet ○ Use a character from a different font as a bullet • 3.3.4 Increase and decrease list levels • 3.3.5 Restart and continue list numbering • 3.3.6 Set starting number values 	3.3 7.4
4.0	Create and Manage References	
4.1	<p>Create and manage reference elements</p> <ul style="list-style-type: none"> • 4.1.1 Insert footnotes and endnotes • 4.1.2 Modify footnote and endnote properties <ul style="list-style-type: none"> ○ Convert footnotes to endnotes ○ Convert endnotes to footnotes • 4.1.3 Create and modify bibliography citation sources • 4.1.4 Insert citations for bibliographies <ul style="list-style-type: none"> ○ Insert citations for books and articles ○ Insert placeholder citations 	5.1 7.4
4.2	<p>Create and manage reference tables</p> <ul style="list-style-type: none"> • 4.2.1 Insert tables of contents • 4.2.2 Customize tables of contents <ul style="list-style-type: none"> ○ Show page numbers ○ Modify tab leader ○ Change number of shown levels 	5.1 7.4

	<ul style="list-style-type: none"> 4.2.3 Insert bibliographies 	
5.0	Insert and Format Graphic Elements	
5.1	<p>Insert illustrations and text boxes</p> <ul style="list-style-type: none"> 5.1.1 Insert shapes 5.1.2 Insert pictures 5.1.3 Insert 3D models 5.1.4 Insert SmartArt graphics 5.1.5 Insert screenshots and screen clippings 5.1.6 Insert text boxes 	<p>2.5 4.2 7.4</p>
5.2	<p>Format illustrations and text boxes</p> <ul style="list-style-type: none"> 5.2.1 Apply artistic effects 5.2.2 Apply picture effects and picture styles 5.2.3 Remove picture backgrounds 5.2.4 Format graphic elements 5.2.5 Format SmartArt graphics 5.2.6 Format 3D models 	<p>2.5 4.2 7.4</p>
5.3	<p>Add text to graphic elements</p> <ul style="list-style-type: none"> 5.3.1 Add and modify text in text boxes 5.3.2 Add and modify text in shapes 5.3.3 Add and modify SmartArt graphic content 	<p>2.5 4.2 7.4</p>
5.4	<p>Modify graphic elements</p> <ul style="list-style-type: none"> 5.4.1 Position objects <ul style="list-style-type: none"> Position objects with the mouse Position objects with alignment tools 5.4.2 Wrap text around objects 5.4.3 Add alternative text to objects for accessibility 	<p>2.5 4.2 5.3 7.4</p>
6.0	Manage Document Collaboration	
6.1	Add and manage comments	5.3

	<ul style="list-style-type: none"> • 6.1.1 Add comments • 6.1.2 Review and reply to comments • 6.1.3 Resolve comments • 6.1.4 Delete comments 	7.4
6.2	<p>Manage change tracking</p> <ul style="list-style-type: none"> • 6.2.1 Track changes • 6.2.2 Review tracked changes • 6.2.3 Accept and reject tracked changes • 6.2.4 Lock and unlock change tracking 	5.3 7.4

Objective Mapping: LabSim Section to MOS Word Associate 365 Apps and 2019 (MO-100) Objectives

The TestOut Pro Certified: Microsoft Word® course covers the following Microsoft Word Associate 2019 (MO-100) exam objectives:

Section	Title	Objectives
1.0	Course Overview	
1.1	Word and the Microsoft Office Suite	
1.2	Course Features	
2.0	Common Office Features	
2.1	Getting Started with Office	1.3 Save and share documents <ul style="list-style-type: none"> • 1.3.1 Save documents in alternative file formats • 1.3.2 Modify basic document properties
2.2	Customizing Views and Options	
2.3	Printing Files	1.3 Save and share documents <ul style="list-style-type: none"> • 1.3.3 Modify print settings
2.4	Navigating Files	1.1 Navigate within documents <ul style="list-style-type: none"> • 1.1.1 Search for text • 1.1.2 Link to locations within documents • 1.1.3 Move to specific locations and objects in documents 2.1 Insert text and paragraphs <ul style="list-style-type: none"> • 2.1.1 Find and replace text
2.5	Working with Objects	5.1 Insert illustrations and text boxes <ul style="list-style-type: none"> • 5.1.1 Insert shapes • 5.1.2 Insert pictures

		<ul style="list-style-type: none"> • 5.1.6 Insert text boxes <p>5.2 Format illustrations and text boxes</p> <ul style="list-style-type: none"> • 5.2.1 Apply artistic effects • 5.2.2 Apply picture effects and picture styles • 5.2.4 Format graphic elements • 5.2.5 Format SmartArt graphics <p>5.3 Add text to graphic elements</p> <ul style="list-style-type: none"> • 5.3.1 Add and modify text in text boxes • 5.3.3 Add and modify SmartArt graphic content <p>5.4 Modify graphic elements</p> <ul style="list-style-type: none"> • 5.4.1 Position objects
3.0	Document and Text Basics	
3.1	Creating Documents and Using the Clipboard	<p>1.3 Save and share documents</p> <ul style="list-style-type: none"> • 1.3.1 Save documents in alternative file formats • 1.3.3 Modify print settings
3.2	Modifying Fonts	<p>2.2 Format text and paragraphs</p> <ul style="list-style-type: none"> • 2.2.1 Apply text effects
3.3	Formatting Paragraphs	<p>1.1 Navigate within documents</p> <ul style="list-style-type: none"> • 1.1.4 Show and hide formatting symbols and hidden text <p>2.2 Format text and paragraphs</p> <ul style="list-style-type: none"> • 2.2.3 Set line and paragraph spacing and indentation • 2.2.5 Clear formatting <p>3.3 Create and modify lists</p> <ul style="list-style-type: none"> • 3.3.1 Format paragraphs as numbered and bulleted lists • 3.3.2 Change bullet characters and number formats

		<ul style="list-style-type: none"> • 3.3.3 Define custom bullet characters and number formats • 3.3.4 Increase and decrease list levels • 3.3.5 Restart and continue list numbering • 3.3.6 Set starting number values
3.4	Editing Documents	<p>1.1 Navigate within documents</p> <ul style="list-style-type: none"> • 1.1.1 Search for text • 1.1.2 Link to locations within documents
4.0	Document Formatting and Graphics	
4.1	Formatting Pages	<p>1.2 Format documents</p> <ul style="list-style-type: none"> • 1.2.1 Set up document pages • 1.2.4 Configure page background elements <p>2.3 Create and configure document sections</p> <ul style="list-style-type: none"> • 2.3.1 Format text in multiple columns • 2.3.2 Insert page, section, and column breaks • 2.3.3 Change page setup options for a section
4.2	Inserting Illustrations and Other Elements	<p>2.1 Insert text and paragraphs</p> <ul style="list-style-type: none"> • 2.1.2 Insert symbols and special characters <p>5.1 Insert illustrations and text boxes</p> <ul style="list-style-type: none"> • 5.1.1 Insert shapes • 5.1.2 Insert pictures • 5.1.3 Insert 3D models • 5.1.5 Insert screenshots and screen clippings <p>5.2 Format illustrations and text boxes</p> <ul style="list-style-type: none"> • 5.2.2 Apply picture effects and picture styles • 5.2.3 Remove picture backgrounds • 5.2.4 Format graphic elements • 5.2.6 Format 3D models

		<p>5.3 Add text to graphic elements</p> <ul style="list-style-type: none"> • 5.3.2 Add and modify text in shapes <p>5.4 Modify graphic elements</p> <ul style="list-style-type: none"> • 5.4.1 Position objects • 5.4.2 Wrap text around objects
4.3	Creating and Formatting Tables	<p>3.1 Create tables</p> <ul style="list-style-type: none"> • 3.1.1 Convert text to tables • 3.1.2 Convert tables to text • 3.1.3 Create tables by specifying rows and columns <p>3.2 Modify tables</p> <ul style="list-style-type: none"> • 3.2.1 Sort table data • 3.2.2 Configure cell margins and spacing • 3.2.3 Merge and split cells • 3.2.4 Resize tables, rows, and columns • 3.2.5 Split tables • 3.2.6 Configure a repeating row header
4.4	Using Themes, Styles, and Templates	<p>1.2 Format documents</p> <ul style="list-style-type: none"> • 1.2.2 Apply style sets <p>2.2 Format text and paragraphs</p> <ul style="list-style-type: none"> • 2.2.4 Apply built-in styles to text
5.0	Academic and Workplace Features	
5.1	Managing References	<p>4.1 Create and manage reference elements</p> <ul style="list-style-type: none"> • 4.1.1 Insert footnotes and endnotes • 4.1.2 Modify footnote and endnote properties • 4.1.3 Create and modify bibliography citation sources • 4.1.4 Insert citations for bibliographies

		<p>4.2 Create and manage reference tables</p> <ul style="list-style-type: none"> • 4.2.1 Insert tables of contents • 4.2.2 Customize tables of contents • 4.2.3 Insert bibliographies
5.2	Managing Headers, Footers, and Sections	<p>1.2 Format documents</p> <ul style="list-style-type: none"> • 1.2.3 Insert and modify headers and footers <p>2.3 Create and configure document sections</p> <ul style="list-style-type: none"> • 2.3.2 Insert page, section, and column breaks • 2.3.3 Change page setup options for a section
5.3	Using Office Collaboration Features	<p>1.3 Save and share documents</p> <ul style="list-style-type: none"> • 1.3.4 Share documents electronically <p>1.4 Inspect documents for issues</p> <ul style="list-style-type: none"> • 1.4.1 Locate and remove hidden properties and personal information • 1.4.2 Locate and correct accessibility issues • 1.4.3 Locate and correct compatibility issues <p>5.4 Modify graphic elements</p> <ul style="list-style-type: none"> • 5.4.3 Add alternative text to objects for accessibility <p>6.1 Add and manage comments</p> <ul style="list-style-type: none"> • 6.1.1 Add comments • 6.1.2 Review and reply to comments • 6.1.3 Resolve comments • 6.1.4 Delete comments <p>6.2 Manage change tracking</p> <ul style="list-style-type: none"> • 6.2.1 Track changes • 6.2.2 Review tracked changes

		<ul style="list-style-type: none"> • 6.2.3 Accept and reject tracked changes • 6.2.4 Lock and unlock change tracking
6.0	Word Associate Live Projects	
6.1	Word Live Projects	
7.0	MOS Word Associate Practice Exams	
7.1	Preparing for MOS Certification	
7.2	Domain Practice Labs: Word (Microsoft 365 Apps) - MO 110	
7.3	Practice Exams: Word (Microsoft 365 Apps) - MO-110	
7.4	Domain Practice Labs: Word Associate 2019 - MO-100	<p>1.1 Navigate within documents</p> <ul style="list-style-type: none"> • 1.1.1 Search for text • 1.1.2 Link to locations within documents • 1.1.4 Show and hide formatting symbols and hidden text <p>1.2 Format documents</p> <ul style="list-style-type: none"> • 1.2.1 Set up document pages • 1.2.2 Apply style sets • 1.2.3 Insert and modify headers and footers <ul style="list-style-type: none"> • Insert header and footer elements • 1.2.4 Configure page background elements <ul style="list-style-type: none"> • Add watermarks <p>1.3 Save and share documents</p> <ul style="list-style-type: none"> • 1.3.1 Save documents in alternative file formats • 1.3.2 Modify basic document properties <p>1.4 Inspect documents for issues</p> <ul style="list-style-type: none"> • 1.4.1 Locate and remove hidden properties and personal information • 1.4.2 Locate and correct accessibility issues

2.1 Insert text and paragraphs

- 2.1.1 Find and replace text
- 2.1.2 Insert symbols and special characters

2.2 Format text and paragraphs

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

2.3 Create and configure document sections

- 2.3.1 Format text in multiple columns
- 2.3.2 Insert page, section, and column breaks

3.1 Create tables

- 3.1.1 Convert text to tables
- 3.1.2 Convert tables to text
- 3.1.3 Create tables by specifying rows and columns

3.2 Modify tables

- 3.2.1 Sort table data
- 3.2.2 Configure cell margins and spacing
- 3.2.3 Merge and split cells
- 3.2.4 Resize tables, rows, and columns

3.3 Create and modify lists

- 3.3.1 Format paragraphs as numbered and bulleted lists
- 3.3.2 Change bullet characters and number formats
- 3.3.3 Define custom bullet characters and number formats

- Use a character from a different font as a bullet

- 3.3.4 Increase and decrease list levels
- 3.3.5 Restart and continue list numbering
- 3.3.6 Set starting number values

4.1 Create and manage reference elements

- 4.1.1 Insert footnotes and endnotes
- 4.1.2 Modify footnote and endnote properties
 - Convert footnotes to endnotes
- 4.1.3 Create and modify bibliography citation sources
- 4.1.4 Insert citations for bibliographies

- Insert placeholder citations

4.2 Create and manage reference tables

- 4.2.1 Insert tables of contents
- 4.2.2 Customize tables of contents
 - Change number of shown levels
- 4.2.3 Insert bibliographies

5.1 Insert illustrations and text boxes

- 5.1.1 Insert shapes
- 5.1.2 Insert pictures
- 5.1.3 Insert 3D models

5.2 Format illustrations and text boxes

- 5.2.1 Apply artistic effects
- 5.2.2 Apply picture effects and picture styles
- 5.2.4 Format graphic elements
- 5.2.5 Format SmartArt graphics
- 5.2.6 Format 3D models

		<p>5.3 Add text to graphic elements</p> <ul style="list-style-type: none"> • 5.3.2 Add and modify text in shapes • 5.3.3 Add and modify SmartArt graphic content <p>5.4 Modify graphic elements</p> <ul style="list-style-type: none"> • 5.4.1 Position objects <ul style="list-style-type: none"> • Position objects with alignment tools • 5.4.2 Wrap text around objects • 5.4.3 Add alternative text to objects for accessibility <p>6.1 Add and manage comments</p> <ul style="list-style-type: none"> • 6.1.3 Resolve comments • 6.1.4 Delete comments <p>6.2 Manage change tracking</p> <ul style="list-style-type: none"> • 6.2.1 Track changes • 6.2.2 Review tracked changes • 6.2.3 Accept and reject tracked changes
7.5	Practice Exams: Word Associate 2019 - MO-100	
8.0	Custom Styles	
8.1	Using Custom Styles and Themes	
8.2	Using Charts	
9.0	Advanced Editing and References	
9.1	Advanced Find and Replace	
9.2	Indexes and Captions	
9.3	Review and Protect Documents	
10.0	Automatic Document Content	
10.1	Forms and Fields	

10.2	Mail Merge	
10.3	Using Macros	
11.0	MOS Word Expert Practice Exams	
11.1	Preparing for MOS Expert Certification	
11.2	Domain Practice Labs: Word Expert (Microsoft 365 Apps) - MO 111	
11.3	Practice Exams: Word Expert (Microsoft 365 Apps) - MO 111	
11.4	Domain Practice Labs: Word Expert 2019 - MO-101	
11.5	Practice Exams: Word Expert 2019 - MO-101	
A.0	TestOut Pro Certified: Microsoft Word® Advanced Practice Exams	
A.1	Prepare for TestOut Pro Certified: Microsoft Word® Advanced Certification	
A.2	TestOut Pro Certified: Microsoft Word® Advanced Exam Domain Review	
	Microsoft Word Basics	

Objective Mapping: MOS Word Expert 365 Apps and 2019 (MO-101) Objectives to LabSim Section

The TestOut Pro Certified: Microsoft Word® course and certification exam cover the following Microsoft Word Expert 2019 (MO-101) objectives:

#	Domain	Module.Section
1.0	Manage Document Options and Settings	
1.1	Manage documents and templates <ul style="list-style-type: none"> • 1.1.1 Modify existing document templates • 1.1.2 Manage document versions • 1.1.3 Compare and combine multiple documents • 1.1.4 Link to external document content • 1.1.5 Enable macros in a document <ul style="list-style-type: none"> ○ Enable macros ○ Disable macros • 1.1.6 Customize the Quick Access toolbar • 1.1.7 Display hidden ribbon tabs • 1.1.8 Change the Normal template default font 	2.1, 2.2 4.4 7.2, 7.3, 7.4 8.1 9.3 10.3 11.2, 11.4
1.2	Prepare documents for collaboration <ul style="list-style-type: none"> • 1.2.1 Restrict editing <ul style="list-style-type: none"> ○ Restrict formatting to a list of styles ○ Remove restriction from specific document text • 1.2.2 Protect documents by using passwords <ul style="list-style-type: none"> ○ Encrypt document with a password ○ Lock and unlock Track Changes 	5.3 7.2, 7.3, 7.4 9.3 11.2, 11.4
1.3	Use and configure language options <ul style="list-style-type: none"> • 1.3.1 Configure editing and display languages • 1.3.2 Use language-specific features 	7.2, 7.3, 7.4 9.3 11.2, 11.4
2.0	Use Advanced Editing and Formatting Features	

2.1	<p>Find, replace, and paste document content</p> <ul style="list-style-type: none"> 2.1.1 Find and replace text by using wildcards and special characters 2.1.2 Find and replace formatting and styles 2.1.3 Apply Paste Options 	<p>3.1 9.1 11.4</p>
2.2	<p>Configure paragraph layout options</p> <ul style="list-style-type: none"> 2.2.1 Configure hyphenation and line numbers 2.2.2 Set paragraph pagination options 	<p>9.3 11.4</p>
2.3	<p>Create and manage styles</p> <ul style="list-style-type: none"> 2.3.1 Create paragraph and character styles 2.3.2 Modify existing styles 2.3.3 Copy styles to other documents or templates 	<p>4.4 8.1 11.4</p>
3.0	Create Custom Document Elements	
3.1	<p>Create and modify building blocks</p> <ul style="list-style-type: none"> 3.1.1 Create QuickParts 3.1.2 Manage building blocks 	<p>10.1 11.4</p>
3.2	<p>Create custom design elements</p> <ul style="list-style-type: none"> 3.2.1 Create custom color sets 3.2.2 Create custom font sets 3.2.3 Create custom themes 3.2.4 Create custom style sets 	<p>8.1 11.4</p>
3.3	<p>Create and manage indexes</p> <ul style="list-style-type: none"> 3.3.1 Mark index entries 3.3.2 Create indexes 3.3.3 Update indexes 	<p>9.2 11.4</p>

3.4	<p>Create and manage tables of figures</p> <ul style="list-style-type: none"> • 3.4.1 Insert figure and table captions • 3.4.2 Configure caption properties • 3.4.3 Insert and modify a table of figures 	<p>9.2 11.4</p>
4.0	Use Advanced Word Features	
4.1	<p>Mange forms, fields, and controls</p> <ul style="list-style-type: none"> • 4.1.1 Add custom fields <ul style="list-style-type: none"> ○ Insert document property fields ○ Insert date fields • 4.1.2 Modify field properties • 4.1.3 Insert standard content controls • 4.1.4 Configure standard content controls 	<p>10.1 11.4</p>
4.2	<p>Create and modify macros</p> <ul style="list-style-type: none"> • 4.2.1 Record simple macros • 4.2.2 Name simple macros • 4.2.3 Edit simple macros • 4.2.4 Copy macros to other documents or templates 	<p>10.3 11.4</p>
4.3	<p>Perform mail merges</p> <ul style="list-style-type: none"> • 4.3.1 Manage recipient lists • 4.3.2 Insert merged fields • 4.3.3 Preview merge results • 4.3.4 Create merged documents, labels, and envelopes 	<p>10.2 11.4</p>

Objective Mapping: LabSim Section to MOS Word Expert 365 Apps and 2019 (MO-101) Objectives

The TestOut Pro Certified: Microsoft Word® course covers the following Microsoft Word Expert 2019 (MO-101) exam objectives:

Section	Title	Objectives
1.0	Course Overview	
1.1	Word and the Microsoft Office Suite	
1.2	Course Features	
2.0	Common Office Features	
2.1	Getting Started with Office	1.1 Manage documents and templates • 1.1.6 Customize the Quick Access toolbar
2.2	Customizing Views and Options	1.1 Manage documents and templates • 1.1.6 Customize the Quick Access toolbar • 1.1.7 Display hidden ribbon tabs
2.3	Printing Files	
2.4	Navigating Files	
2.5	Working with Objects	
3.0	Document and Text Basics	
3.1	Creating Documents and Using the Clipboard	2.1 Find, replace, and paste document content • 2.1.3 Apply Paste Options
3.2	Modifying Fonts	
3.3	Formatting Paragraphs	
3.4	Editing Documents	
4.0	Document Formatting and Graphics	

4.1	Formatting Pages	
4.2	Inserting Illustrations and Other Elements	
4.3	Creating and Formatting Tables	
4.4	Using Themes, Styles, and Templates	<p>1.1 Manage documents and templates</p> <ul style="list-style-type: none"> • 1.1.1 Modify existing document templates <p>2.3 Create and manage styles</p> <ul style="list-style-type: none"> • 2.3.2 Modify existing styles
5.0	Academic and Workplace Features	
5.1	Managing References	
5.2	Managing Headers, Footers, and Sections	
5.3	Using Office Collaboration Features	<p>1.2 Prepare documents for collaboration</p> <ul style="list-style-type: none"> • 1.2.2 Protect documents by using passwords
6.0	Word Associate Live Projects	
6.1	Word Live Projects	
7.0	MOS Word Associate Practice Exams	
7.1	Preparing for MOS Certification	
7.2	Domain Practice Labs: Word (Microsoft 365 Apps) - MO 110	
7.3	Practice Exams: Word (Microsoft 365 Apps) - MO-110	
7.4	Domain Practice Labs: Word Associate 2019 - MO-100	
7.5	Practice Exams: Word Associate 2019 - MO-100	
8.0	Custom Styles	
8.1	Using Custom Styles and Themes	<p>1.1 Manage documents and templates</p> <ul style="list-style-type: none"> • 1.1.8 Change the Normal template default font <p>2.3 Create and manage styles</p>

		<ul style="list-style-type: none"> • 2.3.1 Create paragraph and character styles • 2.3.2 Modify existing styles • 2.3.3 Copy styles to other documents or templates <p>3.2 Create custom design elements</p> <ul style="list-style-type: none"> • 3.2.1 Create custom color sets • 3.2.2 Create custom font sets • 3.2.3 Create custom themes • 3.2.4 Create custom style sets
8.2	Using Charts	
9.0	Advanced Editing and References	
9.1	Advanced Find and Replace	<p>2.1 Find, replace, and paste document content</p> <ul style="list-style-type: none"> • 2.1.1 Find and replace text by using wildcards and special characters • 2.1.2 Find and replace formatting and styles • 2.1.3 Apply Paste Options
9.2	Indexes and Captions	<p>3.3 Create and manage indexes</p> <ul style="list-style-type: none"> • 3.3.1 Mark index entries • 3.3.2 Create indexes • 3.3.3 Update indexes <p>3.4 Create and manage tables of figures</p> <ul style="list-style-type: none"> • 3.4.1 Insert figure and table captions • 3.4.2 Configure caption properties • 3.4.3 Insert and modify a table of figures
9.3	Review and Protect Documents	<p>1.1 Manage documents and templates</p> <ul style="list-style-type: none"> • 1.1.3 Compare and combine multiple documents <p>1.2 Prepare documents for collaboration</p> <ul style="list-style-type: none"> • 1.2.1 Restrict editing • 1.2.2 Protect documents by using passwords

		<p>1.3 Use and configure language options</p> <ul style="list-style-type: none"> • 1.3.1 Configure editing and display languages • 1.3.2 Use language-specific features <p>2.2 Configure paragraph layout options</p> <ul style="list-style-type: none"> • 2.2.1 Configure hyphenation and line numbers • 2.2.2 Set paragraph pagination options
10.0	Automatic Document Content	
10.1	Forms and Fields	<p>3.1 Create and modify building blocks</p> <ul style="list-style-type: none"> • 3.1.1 Create QuickParts • 3.1.2 Manage building blocks <p>4.1 Manage forms, fields, and controls</p> <ul style="list-style-type: none"> • 4.1.1 Add custom fields • 4.1.2 Modify field properties • 4.1.3 Insert standard content controls • 4.1.4 Configure standard content controls
10.2	Mail Merge	<p>4.3 Perform mail merges</p> <ul style="list-style-type: none"> • 4.3.1 Manage recipient lists • 4.3.2 Insert merged fields • 4.3.3 Preview merge results • 4.3.4 Create merged documents, labels, and envelopes
10.3	Using Macros	<p>1.1 Manage documents and templates</p> <ul style="list-style-type: none"> • 1.1.5 Enable macros in a document • 1.1.7 Display hidden ribbon tabs <p>4.2 Create and modify macros</p> <ul style="list-style-type: none"> • 4.2.1 Record simple macros • 4.2.2 Name simple macros • 4.2.3 Edit simple macros

		<ul style="list-style-type: none"> • 4.2.4 Copy macros to other documents or templates
11.0	MOS Word Expert Practice Exams	
11.1	Preparing for MOS Expert Certification	
11.2	Domain Practice Labs: Word Expert (Microsoft 365 Apps) - MO 111	
11.3	Practice Exams: Word Expert (Microsoft 365 Apps) - MO 111	
11.4	Domain Practice Labs: Word Expert 2019 - MO-101	<p>1.1 Manage documents and templates</p> <ul style="list-style-type: none"> • 1.1.1 Modify existing document templates • 1.1.3 Compare and combine multiple documents • 1.1.5 Enable macros in a document <ul style="list-style-type: none"> • Enable macros • 1.1.6 Customize the Quick Access toolbar • 1.1.7 Display hidden ribbon tabs • 1.1.8 Change the Normal template default font <p>1.2 Prepare documents for collaboration</p> <ul style="list-style-type: none"> • 1.2.1 Restrict editing <ul style="list-style-type: none"> • Restrict formatting to a list of styles • 1.2.2 Protect documents by using passwords <ul style="list-style-type: none"> • Encrypt document with a password <p>1.3 Use and configure language options</p> <ul style="list-style-type: none"> • 1.3.1 Configure editing and display languages • 1.3.2 Use language-specific features <p>2.1 Find, replace, and paste document content</p> <ul style="list-style-type: none"> • 2.1.1 Find and replace text by using wildcards and special characters • 2.1.2 Find and replace formatting and styles • 2.1.3 Apply Paste Options

		<p>2.2 Configure paragraph layout options</p> <ul style="list-style-type: none">• 2.2.1 Configure hyphenation and line numbers• 2.2.2 Set paragraph pagination options <p>2.3 Create and manage styles</p> <ul style="list-style-type: none">• 2.3.1 Create paragraph and character styles• 2.3.2 Modify existing styles• 2.3.3 Copy styles to other documents or templates <p>3.1 Create and modify building blocks</p> <ul style="list-style-type: none">• 3.1.1 Create QuickParts• 3.1.2 Manage building blocks <p>3.2 Create custom design elements</p> <ul style="list-style-type: none">• 3.2.1 Create custom color sets• 3.2.2 Create custom font sets• 3.2.3 Create custom themes• 3.2.4 Create custom style sets <p>3.3 Create and manage indexes</p> <ul style="list-style-type: none">• 3.3.1 Mark index entries• 3.3.2 Create indexes• 3.3.3 Update indexes <p>3.4 Create and manage tables of figures</p> <ul style="list-style-type: none">• 3.4.1 Insert figure and table captions• 3.4.2 Configure caption properties• 3.4.3 Insert and modify a table of figures <p>4.1 Manage forms, fields, and controls</p> <ul style="list-style-type: none">• 4.1.1 Add custom fields
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		<ul style="list-style-type: none"> • Insert document property fields • Insert date fields <ul style="list-style-type: none"> • 4.1.2 Modify field properties • 4.1.3 Insert standard content controls • 4.1.4 Configure standard content controls <p>4.2 Create and modify macros</p> <ul style="list-style-type: none"> • 4.2.1 Record simple macros • 4.2.2 Name simple macros • 4.2.3 Edit simple macros • 4.2.4 Copy macros to other documents or templates <p>4.3 Perform mail merges</p> <ul style="list-style-type: none"> • 4.3.1 Manage recipient lists • 4.3.2 Insert merged fields • 4.3.3 Preview merge results • 4.3.4 Create merged documents, labels, and envelopes
11.5	Practice Exams: Word Expert 2019 - MO-101	
A.0	TestOut Pro Certified: Microsoft Word® Advanced Practice Exams	
A.1	Prepare for TestOut Pro Certified: Microsoft Word® Advanced Certification	
A.2	TestOut Pro Certified: Microsoft Word® Advanced Exam Domain Review	
	Microsoft Word Basics	

Objective Mapping:

MOS Word Associate 365 Apps (MO-110) Objectives to LabSim Section

The TestOut Pro Certified: Microsoft Word® course and certification exam cover the following Microsoft Word Associate 365 (MO-110) objectives:

#	Domain	Module.Section
1.0	Manage Documents	
1.1	Navigate within documents <ul style="list-style-type: none"> • 1.1.1 Search for text • 1.1.2 Link to locations within documents • 1.1.3 Move to specific locations and objects in documents • 1.1.4 Show and hide formatting symbols and hidden text 	2.4 3.3, 3.4 7.2
1.2	Format documents <ul style="list-style-type: none"> • 1.2.1 Set up document pages <ul style="list-style-type: none"> ○ Add custom margins ○ Change page orientation ○ Change paper size • 1.2.2 Apply style sets • 1.2.3 Insert and modify headers and footers <ul style="list-style-type: none"> ○ Insert header and footer elements ○ Add built-in headers and footers ○ Make the first page different ○ Make odd and even pages different • 1.2.4 Configure page background elements <ul style="list-style-type: none"> ○ Add watermarks ○ Add page borders 	4.1, 4.4 5.2 7.2
1.3	Save and share documents <ul style="list-style-type: none"> • 1.3.1 Save and export documents in alternative file formats • 1.3.2 Modify built-in document properties • 1.3.3 Modify print settings <ul style="list-style-type: none"> ○ Print collated and uncollated ○ Print one sided and two sided 	2.1, 2.3 3.1 5.3 7.2

	<ul style="list-style-type: none"> ○ Print multiple pages per sheet ● 1.3.4 Share documents electronically 	
1.4	<p>Inspect documents for issues</p> <ul style="list-style-type: none"> ● 1.4.1 Locate and remove hidden properties and personal information ● 1.4.2 Locate and correct accessibility issues ● 1.4.3 Locate and correct compatibility issues 	<p>5.3 7.2</p>
2.0	Insert and Format Text, Paragraphs, and Sections	
2.1	<p>Insert text and paragraphs</p> <ul style="list-style-type: none"> ● 2.1.1 Find and replace text ● 2.1.2 Insert symbols and special characters 	<p>2.4 4.2 7.2</p>
2.2	<p>Format text and paragraphs</p> <ul style="list-style-type: none"> ● 2.2.1 Apply text effects ● 2.2.2 Apply formatting by using Format Painter ● 2.2.3 Set line and paragraph spacing and indentation ● 2.2.4 Apply built-in character and paragraph styles ● 2.2.5 Clear formatting 	<p>3.2, 3.3 4.4 7.2</p>
2.3	<p>Create and configure document sections</p> <ul style="list-style-type: none"> ● 2.3.1 Format text in multiple columns ● 2.3.2 Insert page, section, and column breaks ● 2.3.3 Change page setup options for a section <ul style="list-style-type: none"> ○ Change columns, margins, and page orientation for a section ○ Change columns, margins, and page orientation "From this point forward" 	<p>4.1 5.2 7.2</p>
3.0	Manage Tables and Lists	
3.1	<p>Create tables</p> <ul style="list-style-type: none"> ● 3.1.1 Convert text to tables ● 3.1.2 Convert tables to text 	<p>4.3 7.2</p>

	<ul style="list-style-type: none"> 3.1.3 Create tables by specifying rows and columns 	
3.2	<p>Modify tables</p> <ul style="list-style-type: none"> 3.2.1 Sort table data 3.2.2 Configure cell margins and spacing 3.2.3 Merge and split cells 3.2.4 Resize tables, rows, and columns 3.2.5 Split tables 3.2.6 Configure a repeating row header 	4.3 7.2
3.3	<p>Create and modify lists</p> <ul style="list-style-type: none"> 3.3.1 Format paragraphs as numbered and bulleted lists 3.3.2 Change bullet characters and number formats 3.3.3 Define custom bullet characters and number formats <ul style="list-style-type: none"> Use an image as a bullet Use a character from a different font as a bullet 3.3.4 Increase and decrease list levels 3.3.5 Restart and continue list numbering 3.3.6 Set starting number values 	3.3 7.2
4.0	Create and Manage References	
4.1	<p>Create and manage reference elements</p> <ul style="list-style-type: none"> 4.1.1 Insert footnotes and endnotes 4.1.2 Modify footnote and endnote properties <ul style="list-style-type: none"> Convert footnotes to endnotes Convert endnotes to footnotes 	5.1 7.2
4.2	<p>Create and manage reference tables</p> <ul style="list-style-type: none"> 4.2.1 Insert tables of contents 4.2.2 Customize tables of contents <ul style="list-style-type: none"> Show page numbers Modify tab leader Change number of shown levels 	5.1 7.2

5.0	Insert and Format Graphic Elements	
5.1	<p>Insert illustrations and text boxes</p> <ul style="list-style-type: none"> • 5.1.1 Insert shapes • 5.1.2 Insert pictures • 5.1.3 Insert 3D models • 5.1.4 Insert SmartArt graphics • 5.1.5 Insert screenshots and screen clippings • 5.1.6 Insert text boxes • 5.1.7 Insert icons 	<p>2.5 4.2 7.2</p>
5.2	<p>Format illustrations and text boxes</p> <ul style="list-style-type: none"> • 5.2.1 Apply artistic effects • 5.2.2 Apply picture effects and picture styles • 5.2.3 Remove picture backgrounds • 5.2.4 Format graphic elements • 5.2.5 Format SmartArt graphics • 5.2.6 Format 3D models 	<p>2.5 4.2 7.2</p>
5.3	<p>Add text to graphic elements</p> <ul style="list-style-type: none"> • 5.3.1 Add and modify text in text boxes • 5.3.2 Add and modify text in shapes • 5.3.3 Add and modify SmartArt graphic content 	<p>2.5 4.2 7.2</p>
5.4	<p>Modify graphic elements</p> <ul style="list-style-type: none"> • 5.4.1 Position objects <ul style="list-style-type: none"> ○ Position objects with the mouse ○ Position objects with alignment tools • 5.4.2 Wrap text around objects • 5.4.3 Add alternative text to objects for accessibility 	<p>2.5 4.2 5.3 7.2</p>
6.0	Manage Document Collaboration	
6.1	Add and manage comments	<p>5.3 7.2</p>

	<ul style="list-style-type: none"> • 6.1.1 Add comments • 6.1.2 Review and reply to comments • 6.1.3 Resolve comments • 6.1.4 Delete comments 	
6.2	<p>Manage change tracking</p> <ul style="list-style-type: none"> • 6.2.1 Track changes • 6.2.2 Review tracked changes • 6.2.3 Accept and reject tracked changes • 6.2.4 Lock and unlock change tracking 	<p>5.3 7.2</p>

Objective Mapping: LabSim Section to MOS Word Associate 365 Apps (MO-110) Objectives

The TestOut Pro Certified: Microsoft Word® course covers the following Microsoft Word Associate 365 (MO-110) exam objectives:

Section	Title	Objectives
1.0	Course Overview	
1.1	Word and the Microsoft Office Suite	
1.2	Course Features	
2.0	Common Office Features	
2.1	Getting Started with Office	1.3 Save and share documents <ul style="list-style-type: none"> 1.3.1 Save and export documents in alternative file formats 1.3.2 Modify built-in document properties
2.2	Customizing Views and Options	
2.3	Printing Files	1.3 Save and share documents <ul style="list-style-type: none"> 1.3.3 Modify print settings
2.4	Navigating Files	1.1 Navigate within documents <ul style="list-style-type: none"> 1.1.1 Search for text 1.1.2 Link to locations within documents 1.1.3 Move to specific locations and objects in documents 2.1 Insert text and paragraphs <ul style="list-style-type: none"> 2.1.1 Find and replace text
2.5	Working with Objects	5.1 Insert illustrations and text boxes <ul style="list-style-type: none"> 5.1.1 Insert shapes 5.1.2 Insert pictures

		<ul style="list-style-type: none"> • 5.1.6 Insert text boxes <p>5.2 Format illustrations and text boxes</p> <ul style="list-style-type: none"> • 5.2.1 Apply artistic effects • 5.2.2 Apply picture effects and picture styles • 5.2.4 Format graphic elements <p>5.3 Add text to graphic elements</p> <ul style="list-style-type: none"> • 5.3.1 Add and modify text in text boxes <p>5.4 Modify graphic elements</p> <ul style="list-style-type: none"> • 5.4.1 Position objects
3.0	Document and Text Basics	
3.1	Creating Documents and Using the Clipboard	<p>1.3 Save and share documents</p> <ul style="list-style-type: none"> • 1.3.1 Save and export documents in alternative file formats • 1.3.3 Modify print settings
3.2	Modifying Fonts	<p>2.2 Format text and paragraphs</p> <ul style="list-style-type: none"> • 2.2.1 Apply text effects
3.3	Formatting Paragraphs	<p>1.1 Navigate within documents</p> <ul style="list-style-type: none"> • 1.1.4 Show and hide formatting symbols and hidden text <p>2.2 Format text and paragraphs</p> <ul style="list-style-type: none"> • 2.2.3 Set line and paragraph spacing and indentation • 2.2.5 Clear formatting <p>3.3 Create and modify lists</p> <ul style="list-style-type: none"> • 3.3.1 Format paragraphs as numbered and bulleted lists • 3.3.2 Change bullet characters and number formats • 3.3.3 Define custom bullet characters and number formats • 3.3.4 Increase and decrease list levels

		<ul style="list-style-type: none"> • 3.3.5 Restart and continue list numbering • 3.3.6 Set starting number values
3.4	Editing Documents	<p>1.1 Navigate within documents</p> <ul style="list-style-type: none"> • 1.1.1 Search for text • 1.1.2 Link to locations within documents
4.0	Document Formatting and Graphics	
4.1	Formatting Pages	<p>1.2 Format documents</p> <ul style="list-style-type: none"> • 1.2.1 Set up document pages • 1.2.4 Configure page background elements <ul style="list-style-type: none"> • Add watermarks • Add page borders <p>2.3 Create and configure document sections</p> <ul style="list-style-type: none"> • 2.3.1 Format text in multiple columns • 2.3.2 Insert page, section, and column breaks • 2.3.3 Change page setup options for a section
4.2	Inserting Illustrations and Other Elements	<p>2.1 Insert text and paragraphs</p> <ul style="list-style-type: none"> • 2.1.2 Insert symbols and special characters <p>5.1 Insert illustrations and text boxes</p> <ul style="list-style-type: none"> • 5.1.1 Insert shapes • 5.1.2 Insert pictures • 5.1.3 Insert 3D models • 5.1.5 Insert screenshots and screen clippings • 5.1.7 Insert icons <p>5.2 Format illustrations and text boxes</p> <ul style="list-style-type: none"> • 5.2.2 Apply picture effects and picture styles • 5.2.3 Remove picture backgrounds • 5.2.4 Format graphic elements • 5.2.6 Format 3D models

		<p>5.3 Add text to graphic elements</p> <ul style="list-style-type: none"> • 5.3.2 Add and modify text in shapes <p>5.4 Modify graphic elements</p> <ul style="list-style-type: none"> • 5.4.1 Position objects • 5.4.2 Wrap text around objects
4.3	Creating and Formatting Tables	<p>3.1 Create tables</p> <ul style="list-style-type: none"> • 3.1.1 Convert text to tables • 3.1.2 Convert tables to text • 3.1.3 Create tables by specifying rows and columns <p>3.2 Modify tables</p> <ul style="list-style-type: none"> • 3.2.1 Sort table data • 3.2.2 Configure cell margins and spacing • 3.2.3 Merge and split cells • 3.2.4 Resize tables, rows, and columns • 3.2.5 Split tables • 3.2.6 Configure a repeating row header
4.4	Using Themes, Styles, and Templates	<p>1.2 Format documents</p> <ul style="list-style-type: none"> • 1.2.2 Apply style sets <p>2.2 Format text and paragraphs</p> <ul style="list-style-type: none"> • 2.2.4 Apply built-in character and paragraph styles
5.0	Academic and Workplace Features	
5.1	Managing References	<p>4.1 Create and manage reference elements</p> <ul style="list-style-type: none"> • 4.1.1 Insert footnotes and endnotes • 4.1.2 Modify footnote and endnote properties <p>4.2 Create and manage reference tables</p>

		<ul style="list-style-type: none"> • 4.2.1 Insert tables of contents • 4.2.2 Customize tables of contents
5.2	Managing Headers, Footers, and Sections	<p>1.2 Format documents</p> <ul style="list-style-type: none"> • 1.2.3 Insert and modify headers and footers <p>2.3 Create and configure document sections</p> <ul style="list-style-type: none"> • 2.3.2 Insert page, section, and column breaks • 2.3.3 Change page setup options for a section
5.3	Using Office Collaboration Features	<p>1.3 Save and share documents</p> <ul style="list-style-type: none"> • 1.3.4 Share documents electronically <p>1.4 Inspect documents for issues</p> <ul style="list-style-type: none"> • 1.4.1 Locate and remove hidden properties and personal information • 1.4.2 Locate and correct accessibility issues • 1.4.3 Locate and correct compatibility issues <p>5.4 Modify graphic elements</p> <ul style="list-style-type: none"> • 5.4.3 Add alternative text to objects for accessibility <p>6.1 Add and manage comments</p> <ul style="list-style-type: none"> • 6.1.1 Add comments • 6.1.2 Review and reply to comments • 6.1.3 Resolve comments • 6.1.4 Delete comments <p>6.2 Manage change tracking</p> <ul style="list-style-type: none"> • 6.2.1 Track changes • 6.2.2 Review tracked changes • 6.2.3 Accept and reject tracked changes • 6.2.4 Lock and unlock change tracking
6.0	Word Associate Live Projects	

6.1	Word Live Projects	
7.0	MOS Word Associate Practice Exams	
7.1	Preparing for MOS Certification	
7.2	Domain Practice Labs: Word (Microsoft 365 Apps) - MO 110	<p>1.1 Navigate within documents</p> <ul style="list-style-type: none"> • 1.1.1 Search for text • 1.1.2 Link to locations within documents • 1.1.4 Show and hide formatting symbols and hidden text <p>1.2 Format documents</p> <ul style="list-style-type: none"> • 1.2.1 Set up document pages <ul style="list-style-type: none"> • Add custom margins • 1.2.2 Apply style sets • 1.2.3 Insert and modify headers and footers <ul style="list-style-type: none"> • Insert header and footer elements • 1.2.4 Configure page background elements <ul style="list-style-type: none"> • Add watermarks <p>1.3 Save and share documents</p> <ul style="list-style-type: none"> • 1.3.1 Save and export documents in alternative file formats • 1.3.2 Modify built-in document properties <p>1.4 Inspect documents for issues</p> <ul style="list-style-type: none"> • 1.4.1 Locate and remove hidden properties and personal information • 1.4.2 Locate and correct accessibility issues <p>2.1 Insert text and paragraphs</p> <ul style="list-style-type: none"> • 2.1.1 Find and replace text • 2.1.2 Insert symbols and special characters

2.2 Format text and paragraphs

- 2.2.1 Apply text effects
- 2.2.2 Apply formatting by using Format Painter
- 2.2.3 Set line and paragraph spacing and indentation
- 2.2.4 Apply built-in character and paragraph styles
- 2.2.5 Clear formatting

2.3 Create and configure document sections

- 2.3.1 Format text in multiple columns
- 2.3.2 Insert page, section, and column breaks

3.1 Create tables

- 3.1.1 Convert text to tables
- 3.1.2 Convert tables to text
- 3.1.3 Create tables by specifying rows and columns

3.2 Modify tables

- 3.2.1 Sort table data
- 3.2.2 Configure cell margins and spacing
- 3.2.3 Merge and split cells
- 3.2.4 Resize tables, rows, and columns

3.3 Create and modify lists

- 3.3.1 Format paragraphs as numbered and bulleted lists
- 3.3.2 Change bullet characters and number formats
- 3.3.3 Define custom bullet characters and number formats
 - Use an image as a bullet
 - Use a character from a different font as a bullet
- 3.3.4 Increase and decrease list levels
- 3.3.5 Restart and continue list numbering
- 3.3.6 Set starting number values

4.1 Create and manage reference elements

- 4.1.1 Insert footnotes and endnotes
- 4.1.2 Modify footnote and endnote properties

4.2 Create and manage reference tables

- 4.2.1 Insert tables of contents
- 4.2.2 Customize tables of contents
 - Change number of shown levels

5.1 Insert illustrations and text boxes

- 5.1.1 Insert shapes
- 5.1.2 Insert pictures
- 5.1.3 Insert 3D models
- 5.1.7 Insert icons

5.2 Format illustrations and text boxes

- 5.2.1 Apply artistic effects
- 5.2.2 Apply picture effects and picture styles
- 5.2.4 Format graphic elements
- 5.2.5 Format SmartArt graphics
- 5.2.6 Format 3D models

5.3 Add text to graphic elements

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

5.4 Modify graphic elements

- 5.4.1 Position objects
 - Position objects with alignment tools
- 5.4.2 Wrap text around objects

		<ul style="list-style-type: none"> • 5.4.3 Add alternative text to objects for accessibility <p>6.1 Add and manage comments</p> <ul style="list-style-type: none"> • 6.1.3 Resolve comments • 6.1.4 Delete comments <p>6.2 Manage change tracking</p> <ul style="list-style-type: none"> • 6.2.1 Track changes • 6.2.2 Review tracked changes • 6.2.3 Accept and reject tracked changes
7.3	Practice Exams: Word (Microsoft 365 Apps) - MO-110	
7.4	Domain Practice Labs: Word Associate 2019 - MO-100	
7.5	Practice Exams: Word Associate 2019 - MO-100	
8.0	Custom Styles	
8.1	Using Custom Styles and Themes	
8.2	Using Charts	
9.0	Advanced Editing and References	
9.1	Advanced Find and Replace	
9.2	Indexes and Captions	
9.3	Review and Protect Documents	
10.0	Automatic Document Content	
10.1	Forms and Fields	
10.2	Mail Merge	
10.3	Using Macros	
11.0	MOS Word Expert Practice Exams	
11.1	Preparing for MOS Expert Certification	
11.2	Domain Practice Labs: Word Expert (Microsoft 365 Apps) - MO 111	
11.3	Practice Exams: Word Expert (Microsoft 365 Apps) - MO 111	

11.4	Domain Practice Labs: Word Expert 2019 - MO-101	
11.5	Practice Exams: Word Expert 2019 - MO-101	
A.0	TestOut Pro Certified: Microsoft Word® Advanced Practice Exams	
A.1	Prepare for TestOut Pro Certified: Microsoft Word® Advanced Certification	
A.2	TestOut Pro Certified: Microsoft Word® Advanced Exam Domain Review	
	Microsoft Word Basics	

Objective Mapping:

MOS Word Associate 365 Apps (MO-111) Objectives to LabSim Section

The TestOut Pro Certified: Microsoft Word® course and certification exam cover the following Microsoft Word Expert 365 (MO-111) objectives:

#	Domain	Module.Section
1.0	Manage Document Options and Settings	
1.1	Manage documents and templates <ul style="list-style-type: none"> • 1.1.1 Modify existing document templates • 1.1.2 Manage document versions • 1.1.3 Compare and combine multiple documents • 1.1.4 Link to external document content • 1.1.5 Enable macros in a document <ul style="list-style-type: none"> ○ Enable macros ○ Disable macros • 1.1.6 Customize the Quick Access toolbar • 1.1.7 Display hidden ribbon tabs • 1.1.8 Change the Normal template default font 	2.1, 2.2 4.4 7.2, 7.3, 7.4 8.1 9.3 10.3 11.2, 11.4
1.2	Prepare documents for collaboration <ul style="list-style-type: none"> • 1.2.1 Restrict editing <ul style="list-style-type: none"> ○ Restrict formatting to a list of styles ○ Remove restriction from specific document text • 1.2.2 Protect documents by using passwords <ul style="list-style-type: none"> ○ Encrypt document with a password ○ Lock and unlock Track Changes 	5.3 7.2, 7.3, 7.4 9.3 11.2, 11.4
1.3	Use and configure language options <ul style="list-style-type: none"> • 1.3.1 Configure editing and display languages • 1.3.2 Use language-specific features 	7.2, 7.3, 7.4 9.3 11.2, 11.4
2.0	Use Advanced Editing and Formatting Features	

2.1	<p>Find, replace, and paste document content</p> <ul style="list-style-type: none"> 2.1.1 Find and replace text by using wildcards and special characters 2.1.2 Find and replace formatting and styles 2.1.3 Apply Paste Options 	<p>3.1 9.1 11.2</p>
2.2	<p>Configure paragraph layout options</p> <ul style="list-style-type: none"> 2.2.1 Configure hyphenation and line numbers 2.2.2 Set paragraph pagination options 	<p>9.3 11.2</p>
2.3	<p>Create and manage paragraph, character, and styles</p> <ul style="list-style-type: none"> 2.3.1 Create styles 2.3.2 Modify styles 2.3.3 Copy styles to other documents or templates 	<p>4.4 8.1 11.2</p>
3.0	Create Custom Document Elements	
3.1	<p>Create and modify building blocks</p> <ul style="list-style-type: none"> 3.1.1 Create QuickParts 3.1.2 Manage building blocks 	<p>10.1 11.2</p>
3.2	<p>Create custom design elements</p> <ul style="list-style-type: none"> 3.2.1 Create custom color sets 3.2.2 Create custom font sets 3.2.3 Create custom themes 3.2.4 Create custom style sets 	<p>8.1 11.2</p>
3.3	<p>Create and manage indexes</p> <ul style="list-style-type: none"> 3.3.1 Mark index entries 3.3.2 Create indexes 3.3.3 Update indexes 	<p>9.2 11.2</p>

3.4	<p>Create and manage tables of figures</p> <ul style="list-style-type: none"> • 3.4.1 Insert figure and table captions • 3.4.2 Configure caption properties • 3.4.3 Insert and modify a table of figures 	9.2 11.2
3.5	<p>Create and manage bibliographies</p> <ul style="list-style-type: none"> • 3.5.1 Create and modify bibliography citation sources • 3.5.2 Insert citations for bibliographies • 3.5.3 Insert bibliographies 	5.1 11.2
4.0	Use Advanced Word Features	
4.1	<p>Mange forms, fields, and controls</p> <ul style="list-style-type: none"> • 4.1.1 Add custom fields <ul style="list-style-type: none"> ○ Insert document property fields ○ Insert date fields • 4.1.2 Modify field properties • 4.1.3 Insert standard content controls • 4.1.4 Configure standard content controls 	10.1 11.2
4.2	<p>Create and modify macros</p> <ul style="list-style-type: none"> • 4.2.1 Record simple macros • 4.2.2 Name simple macros • 4.2.3 Edit simple macros • 4.2.4 Copy macros to other documents or templates 	10.3 11.2
4.3	<p>Perform mail merges</p> <ul style="list-style-type: none"> • 4.3.1 Manage recipient lists • 4.3.2 Insert merged fields • 4.3.3 Preview merge results • 4.3.4 Create merged documents, labels, and envelopes 	10.2 11.2

Objective Mapping: LabSim Section to MOS Word Associate 365 Apps (MO-111) Objectives

The TestOut Pro Certified: Microsoft Word® course covers the following Microsoft Word Expert 365 (MO-111) exam objectives:

Section	Title	Objectives
1.0	Course Overview	
1.1	Word and the Microsoft Office Suite	
1.2	Course Features	
2.0	Common Office Features	
2.1	Getting Started with Office	1.1 Manage documents and templates <ul style="list-style-type: none"> • 1.1.6 Customize the Quick Access toolbar
2.2	Customizing Views and Options	1.1 Manage documents and templates <ul style="list-style-type: none"> • 1.1.6 Customize the Quick Access toolbar • 1.1.7 Display hidden ribbon tabs
2.3	Printing Files	
2.4	Navigating Files	
2.5	Working with Objects	
3.0	Document and Text Basics	
3.1	Creating Documents and Using the Clipboard	2.1 Find, replace, and paste document content

		<ul style="list-style-type: none"> • 2.1.3 Apply Paste Options
3.2	Modifying Fonts	
3.3	Formatting Paragraphs	
3.4	Editing Documents	
4.0	Document Formatting and Graphics	
4.1	Formatting Pages	
4.2	Inserting Illustrations and Other Elements	
4.3	Creating and Formatting Tables	
4.4	Using Themes, Styles, and Templates	<p>1.1 Manage documents and templates</p> <ul style="list-style-type: none"> • 1.1.1 Modify existing document templates <p>2.3 Create and manage paragraph, character, and styles</p> <ul style="list-style-type: none"> • 2.3.2 Modify styles
5.0	Academic and Workplace Features	
5.1	Managing References	<p>3.5 Create and manage bibliographies</p> <ul style="list-style-type: none"> • 3.5.1 Create and modify bibliography citation sources • 3.5.2 Insert citations for bibliographies • 3.5.3 Insert bibliographies
5.2	Managing Headers, Footers, and Sections	

5.3	Using Office Collaboration Features	1.2 Prepare documents for collaboration • 1.2.2 Protect documents by using passwords
6.0	Word Associate Live Projects	
6.1	Word Live Projects	
7.0	MOS Word Associate Practice Exams	
7.1	Preparing for MOS Certification	
7.2	Domain Practice Labs: Word (Microsoft 365 Apps) - MO 110	
7.3	Practice Exams: Word (Microsoft 365 Apps) - MO-110	
7.4	Domain Practice Labs: Word Associate 2019 - MO-100	
7.5	Practice Exams: Word Associate 2019 - MO-100	
8.0	Custom Styles	
8.1	Using Custom Styles and Themes	1.1 Manage documents and templates • 1.1.8 Change the Normal template default font 2.3 Create and manage paragraph, character, and styles • 2.3.1 Create styles • 2.3.2 Modify styles • 2.3.3 Copy styles to other documents or templates 3.2 Create custom design elements • 3.2.1 Create custom color sets

		<ul style="list-style-type: none"> • 3.2.2 Create custom font sets • 3.2.3 Create custom themes • 3.2.4 Create custom style sets
8.2	Using Charts	
9.0	Advanced Editing and References	
9.1	Advanced Find and Replace	<p>2.1 Find, replace, and paste document content</p> <ul style="list-style-type: none"> • 2.1.1 Find and replace text by using wildcards and special characters • 2.1.2 Find and replace formatting and styles • 2.1.3 Apply Paste Options
9.2	Indexes and Captions	<p>3.3 Create and manage indexes</p> <ul style="list-style-type: none"> • 3.3.1 Mark index entries • 3.3.2 Create indexes • 3.3.3 Update indexes <p>3.4 Create and manage tables of figures</p> <ul style="list-style-type: none"> • 3.4.1 Insert figure and table captions • 3.4.2 Configure caption properties • 3.4.3 Insert and modify a table of figures
9.3	Review and Protect Documents	<p>1.1 Manage documents and templates</p> <ul style="list-style-type: none"> • 1.1.3 Compare and combine multiple documents <p>1.2 Prepare documents for collaboration</p>

		<ul style="list-style-type: none"> • 1.2.1 Restrict editing • 1.2.2 Protect documents by using passwords <p>1.3 Use and configure language options</p> <ul style="list-style-type: none"> • 1.3.1 Configure editing and display languages • 1.3.2 Use language-specific features <p>2.2 Configure paragraph layout options</p> <ul style="list-style-type: none"> • 2.2.1 Configure hyphenation and line numbers • 2.2.2 Set paragraph pagination options
10.0	Automatic Document Content	
10.1	Forms and Fields	<p>3.1 Create and modify building blocks</p> <ul style="list-style-type: none"> • 3.1.1 Create QuickParts • 3.1.2 Manage building blocks <p>4.1 Manage forms, fields, and controls</p> <ul style="list-style-type: none"> • 4.1.1 Add custom fields • 4.1.2 Modify field properties • 4.1.3 Insert standard content controls • 4.1.4 Configure standard content controls
10.2	Mail Merge	<p>4.3 Perform mail merges</p> <ul style="list-style-type: none"> • 4.3.1 Manage recipient lists • 4.3.2 Insert merged fields • 4.3.3 Preview merge results

		<ul style="list-style-type: none"> • 4.3.4 Create merged documents, labels, and envelopes
10.3	Using Macros	<p>1.1 Manage documents and templates</p> <ul style="list-style-type: none"> • 1.1.5 Enable macros in a document • 1.1.7 Display hidden ribbon tabs <p>4.2 Create and modify macros</p> <ul style="list-style-type: none"> • 4.2.1 Record simple macros • 4.2.2 Name simple macros • 4.2.3 Edit simple macros • 4.2.4 Copy macros to other documents or templates
11.0	MOS Word Expert Practice Exams	
11.1	Preparing for MOS Expert Certification	
11.2	Domain Practice Labs: Word Expert (Microsoft 365 Apps) - MO 111	<p>1.1 Manage documents and templates</p> <ul style="list-style-type: none"> • 1.1.1 Modify existing document templates • 1.1.3 Compare and combine multiple documents • 1.1.5 Enable macros in a document <ul style="list-style-type: none"> • Enable macros • 1.1.6 Customize the Quick Access toolbar • 1.1.7 Display hidden ribbon tabs • 1.1.8 Change the Normal template default font <p>1.2 Prepare documents for collaboration</p> <ul style="list-style-type: none"> • 1.2.1 Restrict editing

		<ul style="list-style-type: none">• Restrict formatting to a list of styles <ul style="list-style-type: none">• 1.2.2 Protect documents by using passwords<ul style="list-style-type: none">• Encrypt document with a password <p>1.3 Use and configure language options</p> <ul style="list-style-type: none">• 1.3.1 Configure editing and display languages• 1.3.2 Use language-specific features <p>2.1 Find, replace, and paste document content</p> <ul style="list-style-type: none">• 2.1.1 Find and replace text by using wildcards and special characters• 2.1.2 Find and replace formatting and styles• 2.1.3 Apply Paste Options <p>2.2 Configure paragraph layout options</p> <ul style="list-style-type: none">• 2.2.1 Configure hyphenation and line numbers• 2.2.2 Set paragraph pagination options <p>2.3 Create and manage paragraph, character, and styles</p> <ul style="list-style-type: none">• 2.3.1 Create styles• 2.3.2 Modify styles• 2.3.3 Copy styles to other documents or templates <p>3.1 Create and modify building blocks</p> <ul style="list-style-type: none">• 3.1.1 Create QuickParts• 3.1.2 Manage building blocks
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3.2 Create custom design elements

- 3.2.1 Create custom color sets
- 3.2.2 Create custom font sets
- 3.2.3 Create custom themes
- 3.2.4 Create custom style sets

3.3 Create and manage indexes

- 3.3.1 Mark index entries
- 3.3.2 Create indexes
- 3.3.3 Update indexes

3.4 Create and manage tables of figures

- 3.4.1 Insert figure and table captions
- 3.4.2 Configure caption properties
- 3.4.3 Insert and modify a table of figures

3.5 Create and manage bibliographies

- 3.5.1 Create and modify bibliography citation sources
- 3.5.2 Insert citations for bibliographies
- 3.5.3 Insert bibliographies

4.1 Manage forms, fields, and controls

- 4.1.1 Add custom fields
 - Insert document property fields
 - Insert date fields
- 4.1.2 Modify field properties

		<ul style="list-style-type: none"> • 4.1.3 Insert standard content controls • 4.1.4 Configure standard content controls <p>4.2 Create and modify macros</p> <ul style="list-style-type: none"> • 4.2.1 Record simple macros • 4.2.2 Name simple macros • 4.2.3 Edit simple macros • 4.2.4 Copy macros to other documents or templates <p>4.3 Perform mail merges</p> <ul style="list-style-type: none"> • 4.3.1 Manage recipient lists • 4.3.2 Insert merged fields • 4.3.3 Preview merge results • 4.3.4 Create merged documents, labels, and envelopes
11.3	Practice Exams: Word Expert (Microsoft 365 Apps) - MO 111	
11.4	Domain Practice Labs: Word Expert 2019 - MO-101	
11.5	Practice Exams: Word Expert 2019 - MO-101	
A.0	TestOut Pro Certified: Microsoft Word® Advanced Practice Exams	
A.1	Prepare for TestOut Pro Certified: Microsoft Word® Advanced Certification	
A.2	TestOut Pro Certified: Microsoft Word® Advanced Exam Domain Review	
	Microsoft Word Basics	

Objective Mapping:

TestOut Pro Certified: Microsoft Word® Advanced Objectives to LabSim Section

The TestOut Pro Certified: Microsoft Word® course and certification exam cover the following TestOut Pro Certified: Microsoft Word® Advanced objectives:

#	Domain	Module.Section
1.0	Advanced Document Content and Design	
1.1	Manage styles and advanced formatting <ul style="list-style-type: none"> • 1.1.1 - Create and apply custom styles • 1.1.2 - Use themes and custom design presets • 1.1.3 - Set paragraph pagination 	8.1
1.2	Manage complex document elements <ul style="list-style-type: none"> • 1.2.1 - Insert charts • 1.2.2 - Use indexes • 1.2.3 - Use captions and tables of figures 	8.2 9.2
2.0	Advanced Workflows and Features	
2.1	Manage large or unique documents <ul style="list-style-type: none"> • 2.1.1 - Use advanced find and replace • 2.1.2 - Configure language options • 2.1.3 - Customize the Ribbon 	9.1, 9.3
2.2	Use advanced collaboration features <ul style="list-style-type: none"> • 2.2.1 - Create and modify templates • 2.2.2 - Protect and review documents • 2.2.3 - Manage password protection • 2.2.4 - Create forms with content controls 	8.1 9.3 10.1
2.3	Automate document content	10.1, 10.2, 10.3

- | | | |
|--|---|--|
| | <ul style="list-style-type: none">• 2.3.1 - Use dynamic fields in documents• 2.3.2 - Create and run macros• 2.3.3 - Create personalized documents with mail merge | |
|--|---|--|

Objective Mapping:

LabSim Section to TestOut Pro Certified: Microsoft Word® Advanced Objectives

The TestOut Pro Certified: Microsoft Word® course covers the following TestOut Pro Certified: Microsoft Word® Advanced exam objectives:

Section	Title	Objectives
1.0	Course Overview	
1.1	Word and the Microsoft Office Suite	
1.2	Course Features	
2.0	Common Office Features	
2.1	Getting Started with Office	
2.2	Customizing Views and Options	
2.3	Printing Files	
2.4	Navigating Files	
2.5	Working with Objects	
3.0	Document and Text Basics	
3.1	Creating Documents and Using the Clipboard	
3.2	Modifying Fonts	
3.3	Formatting Paragraphs	
3.4	Editing Documents	
4.0	Document Formatting and Graphics	

4.1	Formatting Pages	
4.2	Inserting Illustrations and Other Elements	
4.3	Creating and Formatting Tables	
4.4	Using Themes, Styles, and Templates	
5.0	Academic and Workplace Features	
5.1	Managing References	
5.2	Managing Headers, Footers, and Sections	
5.3	Using Office Collaboration Features	
6.0	Word Associate Live Projects	
6.1	Word Live Projects	
7.0	MOS Word Associate Practice Exams	
7.1	Preparing for MOS Certification	
7.2	Domain Practice Labs: Word (Microsoft 365 Apps) - MO 110	
7.3	Practice Exams: Word (Microsoft 365 Apps) - MO-110	
7.4	Domain Practice Labs: Word Associate 2019 - MO-100	
7.5	Practice Exams: Word Associate 2019 - MO-100	
8.0	Custom Styles	
8.1	Using Custom Styles and Themes	<p>1.1 Manage styles and advanced formatting</p> <ul style="list-style-type: none"> • 1.1.2 - Use themes and custom design presets

		<p>2.2 Use advanced collaboration features</p> <ul style="list-style-type: none"> • 2.2.1 - Create and modify templates
8.2	Using Charts	<p>1.2 Manage complex document elements</p> <ul style="list-style-type: none"> • 1.2.1 - Insert charts
9.0	Advanced Editing and References	
9.1	Advanced Find and Replace	<p>2.1 Manage large or unique documents</p> <ul style="list-style-type: none"> • 2.1.1 - Use advanced find and replace
9.2	Indexes and Captions	<p>1.2 Manage complex document elements</p> <ul style="list-style-type: none"> • 1.2.2 - Use indexes
9.3	Review and Protect Documents	<p>2.1 Manage large or unique documents</p> <ul style="list-style-type: none"> • 2.1.2 - Configure language options <p>2.2 Use advanced collaboration features</p> <ul style="list-style-type: none"> • 2.2.3 - Manage password protection
10.0	Automatic Document Content	
10.1	Forms and Fields	<p>2.2 Use advanced collaboration features</p> <ul style="list-style-type: none"> • 2.2.4 - Create forms with content controls <p>2.3 Automate document content</p> <ul style="list-style-type: none"> • 2.3.1 - Use dynamic fields in documents
10.2	Mail Merge	<p>2.3 Automate document content</p> <ul style="list-style-type: none"> • 2.3.3 - Create personalized documents with mail merge
10.3	Using Macros	<p>2.3 Automate document content</p> <ul style="list-style-type: none"> • 2.3.2 - Create and run macros

11.0	MOS Word Expert Practice Exams	
11.1	Preparing for MOS Expert Certification	
11.2	Domain Practice Labs: Word Expert (Microsoft 365 Apps) - MO 111	
11.3	Practice Exams: Word Expert (Microsoft 365 Apps) - MO 111	
11.4	Domain Practice Labs: Word Expert 2019 - MO-101	
11.5	Practice Exams: Word Expert 2019 - MO-101	
A.0	TestOut Pro Certified: Microsoft Word® Advanced Practice Exams	
A.1	Prepare for TestOut Pro Certified: Microsoft Word® Advanced Certification	
A.2	TestOut Pro Certified: Microsoft Word® Advanced Exam Domain Review	
	Microsoft Word Basics	