

Word (Microsoft 365 Apps): Exam MO-110

The Microsoft Office Specialist: Word Associate Certification demonstrates competency in the correct application of the principle features of Word by creating and editing documents for a variety of purposes and situations. The exam covers the ability to create and maintain professional-looking reports, multicolumn newsletters, résumés, and business correspondence.

An individual earning this certification has approximately 150 hours of instruction and hands-on experience with the product, has proven competency at an industry associate-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of Word and can complete tasks independently.

Microsoft Office Specialist Program certification exams use a performance-based format testing a candidate's knowledge, skills and abilities using the Microsoft 365 Apps programs:

- Microsoft Office Specialist Program exam task instructions generally do not include the command name. For example, function names are avoided, and are replaced with descriptors. This means candidates must understand the purpose and common usage of the program functionality in order to successfully complete the tasks in each of the projects.
- The Microsoft Office Specialist Program exam format incorporates multiple projects as in the previous version, while using enhanced tools, functions, and features from the latest programs.

Objective Domains

Skills Measured

- Manage Documents
- Insert and Format Text, Paragraphs, and Sections
- Manage Tables and Lists
- Create and Manage References
- Insert and Format Graphic Elements
- Manage Document Collaboration

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 and export documents in alternative file formats
- Modify built-in document properties
- Modify print settings
- Share documents electronically

Microsoft Office Specialist Program is the only official Microsoft-recognized certification program for Microsoft Office globally.



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

- 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 character and paragraph styles
- 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
- Start, restart, and continue list numbering

Create and Manage References

Create and manage footnotes and endnotes

- Insert footnotes and endnotes

- Modify footnote and endnote properties

Create and manage tables of contents

- Insert tables of contents
- Customize tables of contents

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
- Insert icons

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

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



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