

The Office Specialist.com, 2E

Microsoft Office Specialist Word 2019 Associate Certification

(Exam MO-100)

The Office Specialist.com, 2E is aligned to the skills assessed in Certiport’s Microsoft Office Specialist Word 2019 Associate Certification Exam. The following includes the Objective Domains (skills) covered on the certification exam and the correlating lesson(s) in which the skills are taught.

Obj Number	Objective Text	Lesson Number
Manage Documents		
1.1	Navigate within documents	
1.1.1	Search for text	1.5, 1.23
1.1.2	Link to locations within documents	1.24
1.1.3	Move to specific locations and objects in documents	1.24
1.1.4	Show and hide formatting symbols and hidden text	1.10
1.2	Format documents	
1.2.1	Set up document pages	1.2, 1.3, 1.5, 1.7-1.11, 1.13, 1.16, 1.17, 1.19-1.21-1.23
1.2.2	Apply style sets	1.24
1.2.3	Insert and modify headers and footers	1.4, 1.5, 1.9, 1.10, 1.13-1.15, 1.17, 1.19, 1.21
1.2.4	Configure page background elements	1.6, 1.8, 1.11, 1.17
1.3	Save and share documents	
1.3.1	Save documents in alternative file formats	1.13
1.3.2	Modify basic document properties	1.9, 1.10
1.3.3	Modify print settings	1.17
1.3.4	Share documents electronically	N/A
1.4	Inspect documents for issues	
1.4.1	Locate and remove hidden properties and personal information	1.9
1.4.2	Locate and correct accessibility issues	1.7
1.4.3	Locate and correct compatibility issues	1.7
Insert and Format Text, Paragraphs, and Sections		
2.1	Insert text and paragraphs	
2.1.1	Find and replace text	1.5, 1.23
2.1.2	Insert symbols and special characters	1.7, 1.10
2.2	Format text and paragraphs	
2.2.1	Apply text effects	1.6, 1.8, 1.16
2.2.2	Apply formatting by using Format Painter	1.2, 1.3
2.2.3	Set line and paragraph spacing and indentation	1.5, 1.6, 1.9-1.12, 1.14-1.17, 1.19-1.22
2.2.4	Apply built-in styles to text	1.23, 1.24
2.2.5	Clear formatting	1.3
2.3	Create and configure document sections	
2.3.1	Format text in multiple columns	1.5, 1.20
2.3.2	Insert page, section, and column breaks	1.5, 1.14, 1.15, 1.19, 1.20, 1.23
2.3.3	Change page setup options for a section	1.23
Manage Tables and Lists		
3.1	Create tables	
3.1.1	Convert text to tables	1.19, 1.21

Obj Number	Objective Text	Lesson Number
3.1.2	Convert tables to text	1.23
3.1.3	Create a table by specifying rows and columns	1.15, 1.20, 1.22, 1.23
3.2	Modify tables	
3.2.1	Sort table data	1.22
3.2.2	Configure cell margins and spacing	1.22
3.2.3	Merge and split cells	1.21, 1.22
3.2.4	Resize tables, rows, and columns	1.15, 1.19, 1.23
3.2.5	Split tables	1.22
3.2.6	Configure a repeating row header	1.22
3.3	Create and modify lists	
3.3.1	Format paragraphs as numbered and bulleted lists	1.5, 1.7-1.10, 1.12, 1.13
3.3.2	Change bullet characters and number formats	1.5
3.3.3	Define custom bullet characters and number formats	1.6
3.3.4	Increase and decrease list levels	1.5
3.3.5	Restart and continue list numbering	1.5
3.3.6	Set starting number values	1.5
Create and Manage References		
4.1	Create and manage reference elements	
4.1.1	Insert footnotes and endnotes	1.17
4.1.2	Modify footnote and endnote properties	1.17
4.1.3	Create and modify bibliography citation sources	1.14, 1.15
4.1.4	Insert citations for bibliographies	1.14, 1.15
4.2	Create and manage reference tables	
4.2.1	Insert tables of contents	1.23
4.2.2	Customize tables of contents	N/A
4.2.3	Insert bibliographies	1.14, 1.15
Insert and Format Graphic elements		
5.1	Insert illustrations and text boxes	
5.1.1	Insert shapes	1.12, 1.16, 1.20
5.1.2	Insert pictures	1.3, 1.6-1.21, 1.24
5.1.3	Insert 3D models	N/A
5.1.4	Insert SmartArt graphics	1.16
5.1.5	Insert screenshots and screen clippings	1.20
5.1.6	Insert text boxes	1.8, 1.9, 1.11, 1.16, 1.21
5.2	Format illustrations and text boxes	
5.2.1	Apply artistic effects	1.6
5.2.2	Apply picture effects and picture styles	1.3
5.2.3	Remove picture backgrounds	1.6
5.2.4	Format graphic elements	1.3, 1.6-1.10, 1.12-1.21, 1.24
5.2.5	Format SmartArt graphics	1.16
5.2.6	Format 3D models	N/A
5.3	Add text to graphic elements	
5.3.1	Add and modify text in text boxes	1.8, 1.9, 1.11, 1.16, 1.21
5.3.2	Add and modify text in shapes	1.12
5.3.3	Add and modify SmartArt graphic content	1.16
5.4	Modify graphic elements	
5.4.1	Position objects	1.3, 1.6-1.13, 1.16-1.21, 1.24
5.4.2	Wrap text around objects	1.3, 1.6-1.12, 1.16-1.18, 1.20, 1.21, 1.24
5.4.3	Add alternative text to objects for accessibility	1.7
Manage Document Collaboration		
6.1	Add and manage comments	N/A
6.2	Manage change tracking	N/A

The Office Specialist.com, 2E
Microsoft Office Specialist Excel 2019 Associate Certification
(Exam MO-200)

The Office Specialist.com, 2E is aligned to the skills assessed in Certiport’s Microsoft Office Specialist Excel 2019 Associate Certification Exam. The following includes the Objective Domains (skills) covered on the certification exam and the correlating lesson(s) in which the skills are taught.

Obj Number	Objective Text	Lesson Number
Manage Worksheets and Workbooks		
1.1	Import data into workbooks	
1.1.1	Import data from .txt files	2.14
1.1.2	Import data from .csv files	N/A
1.2	Navigate within workbooks	
1.2.1	Search for data within a workbook	2.12
1.2.2	Navigate to named cells, ranges, or workbook elements	2.2
1.2.3	Insert and remove hyperlinks	2.15
1.3	Format worksheets and workbooks	
1.3.1	Modify page setup	2.2, 2.3, 2.6, 2.7, 2.9-2.11, 2.13, 2.15-2.18, 2.22
1.3.2	Adjust row height and column width	All Projects
1.3.3	Customize headers and footers	2.9
1.4	Customize options and views	
1.4.1	Customize the Quick Access toolbar	2.1
1.4.2	Display and modify workbook content in different views	2.2, 2.3
1.4.3	Freeze worksheet rows and columns	1.6
1.4.4	Change window views	2.2
1.4.5	Modify basic workbook properties	2.3
1.4.6	Display formulas	2.10-2.13, 2.16, 2.17
1.5	Configure content for collaboration	
1.5.1	Set a print area	2.3, 2.13
1.5.2	Save workbooks in alternative file formats	2.15
1.5.3	Configure print settings	2.2, 2.4, 2.6-2.10, 2.12, 2.13, 2.16, 2.19, 2.21, 2.22
1.5.4	Inspect workbooks for issues	2.15, 2.19
Manage Data Cells and Ranges		
2.1	Manipulate data in worksheets	
2.1.1	Paste data by using special paste options	2.6
2.1.2	Fill cells by using Auto Fill	2.10, 2.20, 2.25
2.1.3	Insert and delete multiple columns or rows	2.1, 2.2, 2.5, 2.6, 2.9, 2.11-2.16
2.1.4	Insert and delete cells	2.4

Obj Number	Objective Text	Lesson Number
2.2	Format cells and ranges	
2.2.1	Merge and unmerge cells	2.4, 2.7-2.9, 2.11, 2.12, 2.14-2.17, 2.19-2.23, 2.25
2.2.2	Modify cell alignment, orientation, and indentation	2.4, 2.6-2.9, 2.11, 2.12, 2.14-2.25
2.2.3	Format cells by using Format Painter	2.5
2.2.4	Wrap text within cells	2.4, 2.17
2.2.5	Apply number formats	2.3, 2.7, 2.10-2.13, 2.16, 2.17, 2.19-2.22, 2.24
2.2.6	Apply cell formats from the Format Cells dialog box	2.3-2.13, 2.15-2.25
2.2.7	Apply cell styles	2.7, 2.20
2.2.8	Clear cell formatting	N/A
2.3	Define and reference named ranges	
2.3.1	Define a named range	2.2
2.3.2	Name a table	N/A
2.4	Summarize data visually	
2.4.1	Insert Sparklines	2.22
2.4.2	Apply built-in conditional formatting	2.20
2.4.3	Remove conditional formatting	2.20
Manage Tables and Table Data		
3.1	Create and format tables	
3.1.1	Create Excel tables from cell ranges	2.11
3.1.2	Apply table styles	2.11
3.1.3	Convert tables to cell ranges	2.14
3.2	Modify tables	
3.2.1	Add or remove table rows and columns	2.14
3.2.2	Configure table style options	2.11
3.2.3	Insert and configure total rows	2.11
3.3	Filter and sort table data	
3.3.1	Filter records	2.14
3.3.2	Sort data by multiple columns	2.9, 2.11, 2.12, 2.14, 2.15, 2.18, 2.21, 2.25
Perform Operations by using Formulas and Functions		
4.1	Insert references	
4.1.1	Insert relative, absolute, and mixed references	2.10, 2.11, 2.13, 2.16, 2.19-2.21, 2.23, 2.24
4.1.2	Reference named ranges and named tables in formulas	N/A
4.2	Calculate and transform data	
4.2.1	Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions	2.12, 2.16, 2.19, 2.21, 2.22, 2.24
4.2.2	Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions	2.16, 2.22
4.2.3	Perform conditional operations by using the IF() function	2.17
4.3	Format and modify text	
4.3.1	Format text by using RIGHT(), LEFT(), and MID() functions	2.13, 2.17
4.3.2	Format text by using UPPER(), LOWER(), and LEN() functions	2.13
4.3.3	Format text by using the CONCAT() and TEXTJOIN() functions	2.13

Obj Number	Objective Text	Lesson Number
Manage Charts		
5.1	Create charts	
5.1.1	Create charts	2.21, 2.23-2.25
5.1.2	Create chart sheets	2.21, 2.25
5.2	Modify charts	
5.2.1	Add data series to charts	2.24
5.2.2	Switch between rows and columns in source data	2.24
5.2.3	Add and modify chart elements	2.25
5.3	Format charts	
5.3.1	Apply chart layouts	2.25
5.3.2	Apply chart styles	2.25
5.3.3	Add alternative text to charts for accessibility	2.19

The Office Specialist.com, 2E
Microsoft Office Specialist PowerPoint 2019 Associate Certification
(Exam MO-300)

The Office Specialist.com, 2E is aligned to the skills assessed in Certiport’s Microsoft Office Specialist PowerPoint 2019 Associate Certification Exam. The following includes the Objective Domains (skills) covered on the certification exam and the correlating lesson(s) in which the skills are taught.

Obj Number	Objective Text	Lesson Number
Manage Presentations		
1.1	Modify slide masters, handout masters, and note masters	
1.1.1	Change the slide master theme or background	3.17-3.19
1.1.2	Modify slide master content	3.17-3.19
1.1.3	Create slide layouts	3.17
1.1.4	Modify slide layouts	3.17
1.1.5	Modify the handout master	3.17
1.1.6	Modify the notes master	3.17
1.2	Change presentation options and views	
1.2.1	Change slide size	3.4, 3.5
1.2.2	Display presentations in different views	3.4, 3.9
1.2.3	Set basic file properties	3.4
1.3	Configure print settings for presentations	
1.3.1	Print all or part of a presentation	All Projects
1.3.2	Print notes pages	3.9
1.3.3	Print handouts	3.9
1.3.4	Print in color, grayscale, or black and white	3.5
1.4	Configure and present slide shows	
1.4.1	Create custom slide shows	3.12
1.4.2	Configure slide show options	3.6, 3.8, 3.13, 3.14, 3.16, 3.19
1.4.3	Rehearse slide show timing	3.14, 3.16, 3.19
1.4.4	Set up slide show recording options	N/A
1.4.5	Present slide shows by using Presenter View	3.12
1.5	Prepare presentations for collaboration	
1.5.1	Mark presentations as final	N/A
1.5.2	Protect presentations by using passwords	N/A
1.5.3	Inspect presentations for issues	3.10
1.5.4	Add and manage comments	3.10
1.5.5	Preserve presentation content	3.16
1.5.6	Export presentations to other formats	3.11

Obj Number	Objective Text	Lesson Number
Manage Slides		
2.1	Insert slides	
2.1.1	Import Word document outlines	3.9
2.1.2	Insert slides from another presentation	3.16
2.1.3	Insert slides and select slide layouts	3.1-3.14, 3.16, 3.17, 3.19
2.1.4	Insert Summary Zoom slides	N/A
2.1.5	Duplicate slides	3.5
2.2	Modify slides	
2.2.1	Hide and unhide slides	3.3
2.2.2	Modify individual slide backgrounds	3.1, 3.3, 3.4, 3.6-3.9
2.2.3	Insert slide headers, footers, and page numbers	3.17, 3.19
2.3	Order and group slides	
2.3.1	Create sections	3.15
2.3.2	Modify slide order	3.15, 3.16, 3.18
2.3.3	Rename sections	3.15
Insert and Format Text, Shapes, and Images		
3.1	Format text	
3.1.1	Apply formatting and styles to text	3.2, 3.3, 3.6-3.8, 3.12-3.14, 3.19
3.1.2	Format text in multiple columns	3.2, 3.6
3.1.3	Create bulleted and numbered lists	3.7
3.2	Insert links	
3.2.1	Insert hyperlinks	3.11
3.2.2	Insert Section Zoom links and Slide Zoom links	N/A
3.3	Insert and format images	
3.3.1	Resize and crop images	3.1, 3.4-3.19
3.3.2	Apply built-in styles and effects to images	3.4, 3.6, 3.8, 3.9, 3.15
3.3.3	Insert screenshots and screen clippings	N/A
3.4	Insert and format graphic elements	
3.4.1	Insert and change shapes	3.2, 3.5-3.7, 3.9-3.13
3.4.2	Draw by using digital ink	N/A
3.4.3	Add text to shapes and text boxes	3.2, 3.5-3.7, 3.9, 3.12
3.4.4	Resize shapes and text boxes	3.2, 3.5-3.7, 3.9, 3.12
3.4.5	Format shapes and text boxes	3.5-3.7, 3.9, 3.11-3.14, 3.19
3.4.6	Apply built-in styles to shapes and text boxes	3.6
3.4.7	Add alt text to graphic elements for accessibility	1.7, 2.19
3.5	Order and group objects on slides	
3.5.1	Order shapes, images, and text boxes	3.11-3.13
3.5.2	Align shapes, images, and text boxes	3.2, 3.5, 3.6
3.5.3	Group shapes and images	3.7, 3.9
3.5.4	Display alignment tools	3.5
Insert Tables, Charts, SmartArt, 3D Models, and Media		
4.1	Insert and format tables	
4.1.1	Create and insert tables	3.12-3.14
4.1.2	Insert and delete table rows and columns	3.13
4.1.3	Apply built-in table styles	3.13

Obj Number	Objective Text	Lesson Number
4.2	Insert and modify charts	
4.2.1	Create and insert charts	3.12, 3.19
4.2.2	Modify charts	3.19
4.3	Insert and format SmartArt graphics	
4.3.1	Insert SmartArt graphics	3.7, 3.8
4.3.2	Convert lists to SmartArt graphics	3.11
4.3.3	Add and modify SmartArt graphic content	3.8, 3.11
4.4	Insert and modify 3D models	
4.4.1	Insert 3D models	N/A
4.4.2	Modify 3D models	N/A
4.5	Insert and manage media	
4.5.1	Insert audio and video clips	3.16
4.5.2	Create and insert screen recordings	N/A
4.5.3	Configure media playback options	3.16
Apply Transitions and Animations		
5.1	Apply and configure slide transitions	
5.1.1	Apply basic and 3D slide transitions	3.6, 3.11-3.14, 3.16, 3.17, 3.19
5.1.2	Configure transition effects	3.3, 3.11-3.14, 3.16, 3.17, 3.19
5.2	Animate slide content	
5.2.1	Animate text and graphic elements	3.7-3.9, 3.11, 3.12, 3.19
5.2.2	Animate 3D models	N/A
5.2.3	Configure animation effects	3.8, 3.11, 3.12
5.2.4	Configure animation paths	3.2
5.2.5	Reorder animations on a slide	3.7
5.3	Set timing for transitions	
5.3.1	Set transition effect duration	3.6, 3.8, 3.11, 3.13
5.3.2	Configure transition start and finish options	3.6, 3.8, 3.9, 3.11, 3.13