

## The Office Specialist.com, 2E

### Microsoft Office Specialist Word 365 Associate Certification

(Exam MO-110)

The Office Specialist.com, 2E is aligned to the skills assessed in Certiport’s Microsoft Office Specialist Word 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.

Objective Text	Lesson Number
<b>Manage Documents</b>	
<b>Navigate within documents</b>	
Search for text	1.5, 1.23
Link to locations within documents	1.24
Move to specific locations and objects in documents	1.24
Show and hide formatting symbols and hidden text	1.10
<b>Format documents</b>	
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
Apply style sets	1.24
Insert and modify headers and footers	1.4, 1.5, 1.9, 1.10, 1.13-1.15, 1.17, 1.19, 1.21
Configure page background elements	1.6, 1.8, 1.11, 1.17
<b>Save and share documents</b>	
Save and export documents in alternative file formats	1.13
Modify built-in document properties	1.9, 1.10
Modify print settings	1.17
Share documents electronically	N/A
<b>Inspect documents for issues</b>	
Locate and remove hidden properties and personal information	1.9
Locate and correct accessibility issues	1.7
Locate and correct compatibility issues	1.7
<b>Insert and Format Text, Paragraphs, and Sections</b>	
<b>Insert text</b>	
Find and replace text	1.5, 1.23
Insert symbols and special characters	1.7, 1.10
<b>Format text and paragraphs</b>	
Apply text effects	1.6, 1.8, 1.16
Apply formatting by using Format Painter	1.2, 1.3
Set line and paragraph spacing and indentation	1.5, 1.6, 1.9-1.12, 1.14-1.17, 1.19-1.22
Apply built-in character and paragraph styles	1.23, 1.24
Clear formatting	1.3
<b>Create and configure document sections</b>	

Objective Text	Lesson Number
Format text in multiple columns	1.5, 1.20
Insert page, section, and column breaks	1.5, 1.14, 1.15, 1.19, 1.20, 1.23
Change page setup options for a section	1.23
<b>Manage Tables and Lists</b>	
<b>Create tables</b>	
Convert text to tables	1.19, 1.21
Convert tables to text	1.23
Create tables by specifying rows and columns	1.15, 1.20, 1.22, 1.23
<b>Modify tables</b>	
Sort table data	1.22
Configure cell margins and spacing	1.22
Merge and split cells	1.21, 1.22
Resize tables, rows, and columns	1.15, 1.19, 1.23
Split tables	1.22
Configure a repeating row header	1.22
<b>Create and modify lists</b>	
Format paragraphs as numbered and bulleted lists	1.5, 1.7-1.10, 1.12, 1.13
Change bullet characters and number formats	1.5
Define custom bullet characters and number formats	1.6
Increase and decrease list levels	1.5
Start, restart, and continue list numbering	1.5
<b>Create and Manage References</b>	
<b>Create and manage footnotes and endnotes</b>	
Insert footnotes and endnotes	1.17
Modify footnote and endnote properties	1.17
<b>Create and manage tables of contents</b>	
Insert tables of contents	1.23
Customize tables of contents	N/A
<b>Insert and Format Graphic Elements</b>	
<b>Insert illustrations and text boxes</b>	
Insert shapes	1.12, 1.16, 1.20
Insert pictures	1.3, 1.6-1.21, 1.24
Insert 3D models	N/A
Insert SmartArt graphics	1.16
Insert screenshots and screen clippings	1.20
Insert text boxes	1.8, 1.9, 1.11, 1.16, 1.21
Insert icons	N/A
<b>Format illustrations and text boxes</b>	
Apply artistic effects	1.6
Apply picture effects and picture styles	1.3
Remove picture backgrounds	1.6
Format graphic elements	1.3, 1.6-1.10, 1.12-1.21, 1.24
Format SmartArt graphics	1.16
Format 3D models	N/A
<b>Add text to graphic elements</b>	
Add and modify text in text boxes	1.8, 1.9, 1.11, 1.16, 1.21
Add and modify text in shapes	1.12
Add and modify SmartArt graphic content	1.16

	Objective Text	Lesson Number
	<b>Modify graphic elements</b>	
	Position objects	<b>1.3, 1.6-1.13, 1.16-1.21, 1.24</b>
	Wrap text around objects	<b>1.3, 1.6-1.12, 1.16-1.18, 1.20, 1.21, 1.24</b>
	Add alternative text to objects	<b>1.7</b>
	<b>Manage Document Collaboration</b>	
	<b>Add and manage comments</b>	<b>N/A</b>
	<b>Manage change tracking</b>	<b>N/A</b>

## The Office Specialist.com, 2E

### Microsoft Office Specialist Excel 365 Associate Certification (Exam MO-210)

The Office Specialist.com, 2E is aligned to the skills assessed in Certiport’s Microsoft Office Specialist Excel 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.

Objective Text	Lesson Number
<b>Manage Worksheets and Workbooks</b>	
<b>Import data into workbooks</b>	
Import data from text files	2.14
Import data from online sources	N/A
<b>Navigate within workbooks</b>	
Search for data within a workbook	2.12
Navigate to named cells, ranges, or workbook elements	2.2
Insert and remove hyperlinks	2.15
<b>Format worksheets and workbooks</b>	
Modify page setup	2.2, 2.3, 2.6, 2.7, 2.9-2.11, 2.13, 2.15-2.18, 2.22
Adjust row height and column width	All Projects
Customize headers and footers	2.9
<b>Customize options and views</b>	
Customize the Quick Access toolbar	2.1
Display and modify worksheets in different views	2.2, 2.3
Freeze worksheet rows and columns	1.6
Change window views	2.2
Modify built-in workbook properties	2.3
Display formulas	2.10-2.13, 2.16, 2.17
<b>Prepare workbooks for collaboration and distribution</b>	
Set a print area	2.3, 2.13
Save and export workbooks in alternative file formats	2.15
Configure print settings	2.2, 2.4, 2.6-2.10, 2.12, 2.13, 2.16, 2.19, 2.21, 2.22
Inspect workbooks and correct issues	2.15, 2.19
Manage comments and notes	N/A
<b>Manage Data Cells and Ranges</b>	
<b>Manipulate data in worksheets</b>	
Paste data by using special paste options	2.6
Fill cells by using Auto Fill	2.10, 2.20, 2.25
Insert and delete multiple columns or rows	2.1, 2.2, 2.5, 2.6, 2.9, 2.11-2.16
Insert and delete cells	2.4

Objective Text	Lesson Number
Generate numeric data by using RANDBETWEEN() and SEQUENCE()	N/A
<b>Format cells and ranges</b>	
Merge and unmerge cells	2.4, 2.7-2.9, 2.11, 2.12, 2.14-2.17, 2.19-2.23, 2.25
Modify cell alignment, orientation, and indentation	2.4, 2.6-2.9, 2.11, 2.12, 2.14-2.25
Format cells by using Format Painter	2.5
Wrap text within cells	2.4, 2.17
Apply number formats	2.3, 2.7, 2.10-2.13, 2.16, 2.17, 2.19-2.22, 2.24
Apply cell formats from the Format Cells dialog box	2.3-2.13, 2.15-2.25
Apply cell styles	2.7, 2.20
Clear cell formatting	N/A
Format multiple worksheets by grouping	2.5, 2.6
<b>Define and reference named ranges</b>	
Define a named range	2.2
Reference a named range	N/A
<b>Summarize data visually</b>	
Insert Sparklines	2.22
Apply built-in conditional formatting	2.20
Remove conditional formatting	2.20
<b>Manage Tables and Table Data</b>	
<b>Create and format tables</b>	
Create Excel tables from cell ranges	2.11
Apply table styles	2.11
Convert tables to cell ranges	2.14
<b>Modify tables</b>	
Add or remove table rows and columns	2.14
Configure table style options	2.11
Insert and configure total rows	2.11
<b>Filter and sort table data</b>	
Filter records	2.14
Sort data by multiple columns	2.9, 2.11, 2.12, 2.14, 2.15, 2.18, 2.21, 2.25
<b>Perform Operations by using Formulas and Functions</b>	
<b>Insert references</b>	
Insert relative, absolute, and mixed references	2.10, 2.11, 2.13, 2.16, 2.19-2.21, 2.23, 2.24
Use structured references in formulas	N/A
<b>Calculate and transform data</b>	
Perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions	2.12, 2.16, 2.19, 2.21, 2.22, 2.24
Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions	2.16, 2.22
Perform conditional operations by using the IF() function	2.17
Sort data by using the SORT() function	2.9, 2.11, 2.12, 2.14, 2.15, 2.18, 2.21, 2.25

<b>Objective Text</b>	<b>Lesson Number</b>
Get unique values by using the UNIQUE() function	N/A
<b>Format and modify text</b>	
Format text by using RIGHT(), LEFT(), and MID() functions	2.13, 2.17
Format text by using UPPER(), LOWER(), and LEN() functions	2.13
Format text by using the CONCAT() and TEXTJOIN() functions	2.13
<b>Manage Charts</b>	
<b>Create charts</b>	
Create charts	2.21, 2.23-2.25
Create chart sheets	2.21, 2.25
<b>Modify charts</b>	
Add data series to charts	2.24
Switch between rows and columns in source data	2.24
Add and modify chart elements	2.25
<b>Format charts</b>	
Apply chart layouts	2.25
Apply chart styles	2.25
Add alternative text to charts for accessibility	2.19

The Office Specialist.com, 2E  
Microsoft Office Specialist PowerPoint 365 Associate Certification  
(Exam MO-310)

The Office Specialist.com, 2E is aligned to the skills assessed in Certiport’s Microsoft Office Specialist PowerPoint 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.

Objective Text	Lesson Number
<b>Manage Presentations</b>	
<b>Modify slide masters, handout masters, and note masters</b>	
Change slide master theme or background elements	<b>3.17-3.19</b>
Modify slide master content	<b>3.17-3.19</b>
Create slide layouts	<b>3.17</b>
Modify slide layouts	<b>3.17</b>
Modify the handout master	<b>3.17</b>
Modify the notes master	<b>3.17</b>
<b>Change presentation options and views</b>	
Change slide size	<b>3.4, 3.5</b>
Display presentations in different views	<b>3.4, 3.9</b>
Modify built-in presentation properties	<b>3.4</b>
<b>Configure print settings for presentations</b>	
Print slides	<b>All Projects</b>
Print notes pages	<b>3.9</b>
Print handouts	<b>3.9</b>
<b>Configure and present slide shows</b>	
Create custom slide shows	<b>3.12</b>
Configure slide show options	<b>3.6, 3.8, 3.13, 3.14, 3.16, 3.19</b>
Rehearse slide show timing	<b>3.14, 3.16, 3.19</b>
Set up slide show recording options	<b>N/A</b>
Present slide shows by using Presenter View	<b>3.12</b>
<b>Prepare presentations for collaboration and distribution</b>	
Restrict editing	<b>N/A</b>
Protect presentations by using passwords	<b>N/A</b>
Inspect presentations and correct issues	<b>3.10</b>
Manage comments	<b>3.10</b>
Preserve presentation content	<b>3.16</b>
Export presentations to other formats	<b>3.11</b>

Objective Text	Lesson Number
<b>Manage Slides</b>	
<b>Insert slides</b>	
Import Word document outlines	3.9
Insert slides from another presentation	3.16
Insert slides and select slide layouts	3.1-3.14, 3.16, 3.17, 3.19
Insert Summary Zoom slides	N/A
Duplicate slides	3.5
<b>Modify slides</b>	
Hide and unhide slides	3.3
Modify individual slide backgrounds	3.1, 3.3, 3.4, 3.6-3.9
Insert slide headers, footers, and page numbers	3.17, 3.19
<b>Order and group slides</b>	
Create sections	3.15
Reorder slides and sections	3.15, 3.16, 3.18
Rename sections	3.15
<b>Insert and Format Text, Shapes, and Images</b>	
<b>Format text</b>	
Apply formatting and styles to text	3.2, 3.3, 3.6-3.8, 3.12-3.14, 3.19
Format text in multiple columns	3.2, 3.6
Create bulleted and numbered lists	3.7
<b>Insert links</b>	
Insert hyperlinks	3.11
Insert Section Zoom links and Slide Zoom links	N/A
<b>Insert and format images</b>	
Resize and crop images	3.1, 3.4-3.19
Apply built-in styles and effects to images	3.4, 3.6, 3.8, 3.9, 3.15
Insert screenshots and screen clippings	N/A
<b>Insert and format graphic elements</b>	
Insert graphic elements	All Projects
Draw by using digital ink	N/A
Add text to graphic elements	3.2, 3.5-3.7, 3.9, 3.12
Resize graphic elements	3.2, 3.5-3.7, 3.9, 3.12
Format graphic elements	3.5-3.7, 3.9, 3.11-3.14, 3.19
Apply built-in styles to graphic elements	3.6
Add alt text to graphic elements for accessibility	1.7, 2.19
<b>Order, align, and group slide content</b>	
Order slide content	3.11-3.13
Align slide content	3.2, 3.5, 3.6
Group slide content	3.7, 3.9
Display alignment tools	3.5
<b>Insert Tables, Charts, SmartArt, 3D Models, and Media</b>	
<b>Insert and format tables</b>	
Create and insert tables	3.12-3.14
Insert and delete table rows and columns	3.13
Apply built-in table styles	3.13



<b>Objective Text</b>	<b>Lesson Number</b>
<b>Insert and modify charts</b>	
Create and insert charts	<b>3.12, 3.19</b>
Modify charts	<b>3.19</b>
<b>Insert and format SmartArt graphics</b>	
Insert SmartArt graphics	<b>3.7, 3.8</b>
Convert between SmartArt graphics and lists	<b>3.11</b>
Add and modify SmartArt graphic content	<b>3.8, 3.11</b>
<b>Insert and modify 3D models</b>	
Insert 3D models	<b>N/A</b>
Modify 3D model appearance	<b>N/A</b>
<b>Insert and manage media</b>	
Insert audio and video clips	<b>3.16</b>
Create and insert screen recordings	<b>N/A</b>
Configure media playback options	<b>3.16</b>
<b>Apply Transitions and Animations</b>	
<b>Apply and configure slide transitions</b>	
Apply basic and 3D slide transitions	<b>3.6, 3.11-3.14, 3.16, 3.17, 3.19</b>
Configure transition effects and timing	<b>3.3, 3.6, 3.8, 3.9, 3.11-3.14, 3.16, 3.17, 3.19</b>
<b>Animate slide content</b>	
Animate text and graphic elements	<b>3.7-3.9, 3.11, 3.12, 3.19</b>
Animate 3D models	<b>N/A</b>
Configure animation effects and timing	<b>3.7, 3.8, 3.11, 3.12</b>
Configure animation paths	<b>3.2</b>
Reorder animations on a slide	<b>3.7</b>