

Microsoft Office Specialist 2010



The **Microsoft Office Specialist** course will last for 12 weeks, covering Word, Excel and PowerPoint in detail, and providing an introduction to Access, OneNote and SharePoint. There will be a 90-minute weekly training session during which the students will be taught the week's tasks and given study assignments.

Weekly Schedule: Every Thursday from 6:00 to 7:30 for 12 weeks, beginning 5/19/11.

Weekly Course Outline:

1. Introduction to MOS 2010, Ribbon and Interface
2. Word: Week 1 (Formatting, Page Layout, and Views)
3. Word: Week 2 (Reviewing documents, references, images)
4. Word: Week 3 (Collaboration, mailings, and wrap-up)
5. Excel: Week 1 (Spreadsheet basics, tables, and formatting)
6. Excel: Week 2 (Formulas and functions, syntax)
7. Excel: Week 3 (Data management, and wrap-up)
8. PowerPoint: Week 1 (Slides, design, and templates)
9. PowerPoint: Week 2 (Transitions, animations, and slideshows)
10. PowerPoint: Week 3 (Presentation skills, best practices, and wrap-up)
11. Introduction to Outlook, Access, OneNote and SharePoint
12. Questions and test-taking tips

Student Commitment:

- Attend each training session (90 minutes per week)
- At least 2-3 hours of self-study and practice per week
- Participate in the practice test and certification exams upon completion of the course

Course Materials:

- MOS 2010 Student Edition (\$149)
- LearnKey MOS Curriculum
- MOS 2010 Study Guide
- MOS 2010 Word, Excel, and PowerPoint Practice Tests and Certification Exams

Incentive: Students who successfully pass the certification exam will receive \$150.

Instructor: Ty Kenworthy