

MO-100 – Microsoft Word (Word and Word 2019)

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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

Fulfills the requirement for: [Microsoft Office Specialist: Word Associate \(Word and Word 2019\)](#)

Prerequisite for: [Microsoft Office Specialist: Associate and Microsoft Office Specialist: Expert](#)

Course Summary:

- 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